UNIVERSAL VILLAGE COMMUNITY

UVC User Manual, First Edition
Version 1.5

UVC User Manual

UNIVERSAL VILLAGE COMMUNITY

UVC User Guide

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General Set-Up

The File Menu

The file menu is where most of your account and profile settings will be located, it is also where you will be able to export and import information into or out of UVC. There are also other features accessed through the file menu which will be discussed further below.

You may access the **File Menu** in any of the views by clicking on **File** in the top left corner of the UVC window. You may also achieve the same result by holding down the Alt + F buttons on your keyboard.

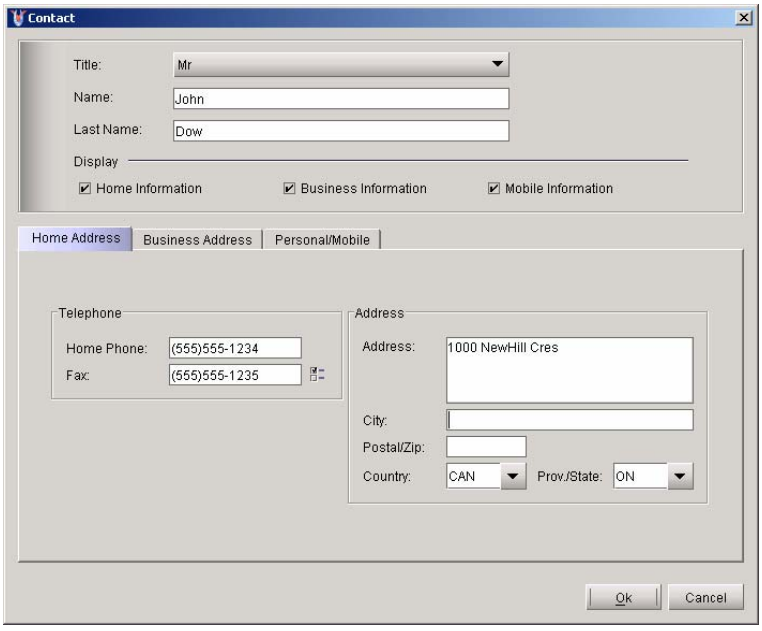
To Edit Your Personal Information

The **Personal Information** window allows you to add or modify any personal information about yourself. The amount of information from this window that is revealed to your contacts is dependent on the access right you have set up for every individual.

*Note: Some of those fields will already be filled in, all information disclosed when first creating your UVC account is stored in your **Personal Information** page.*

To modify your personal information page use the following steps:

1. Click on the **File** menu and select **Edit Personal Information** from the menu.



2. Change or add information to any of the fields desired.

Note: Home, Business or Personal/Mobile tabs will be visible or hidden according to the checked boxes in the display area under Name and Last Name fields.

3. Click on the **Ok** button to save or **Cancel** to cancel all changes made.

To Sign Out/Switch Identity

This allows the user to log out of UVC without actually exiting the program, this is especially useful for multiple users sharing a computer. Users are able to switch identities quickly without having to restart the module. To **Sign Out** use the following steps:

1. Click on the **File** menu and select **Sign Out/Switch Identity** from the menu.

Note: A window will pop up warning you that you have just signed out of UVC, any contacts in your messenger will no longer see you online.

To Switch Identity (or sign back in) use the following steps:

1. Right click on the UVC tray icon and select **Sign In** from the menu.
2. The login window will appear, enter your **User Name** followed by your **Password** and click on the **Login** button or enter on your keyboard.

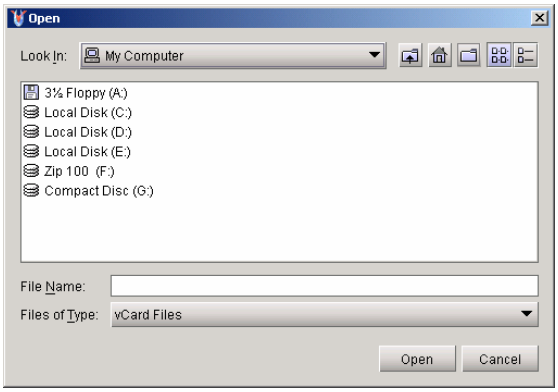
Import

The import feature allows you to import Address Book and Calendar Items. UVC supports the standard VCard and VCalendar format used by most desktop and handheld devices. This will allow you to easily add a list of contacts to your **Address Book** and **Calendar**.

To Import Address Book Items

To import an address book item use the following steps:

1. Click on the **File** menu and select **Import** then **Address Book Items** from the window.

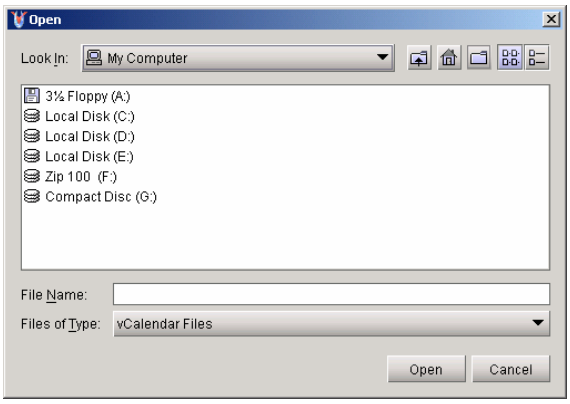


2. Select the appropriate file you wish to import and click on the **Open** button.
3. A window will pop up indicating the number of successful imports and the number the failed if any, click on **OK**.

To Import Calendar Items

To import calendar items use the following steps:

1. Click on the **File** menu and select **Import** then **Calendar Items** from the window.



2. Select the appropriate file you wish to import and click on the **Open** button.
3. A window will pop up indicating the number of successful imports and the number the failed if any, click on **OK**.

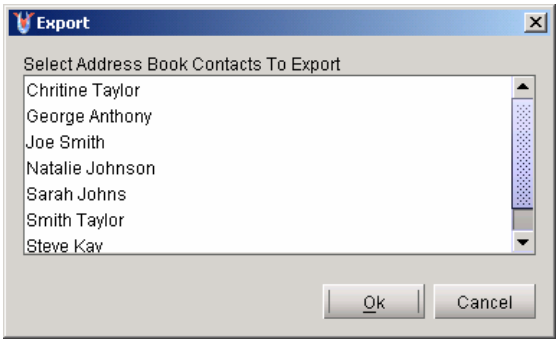
Export

The Export feature allows you to export Address Book and Calendar items. One of the greater advantages is the transfer of some information from UVC to other applications or handheld devices.

To Export Address Book Items

To export address book items use the following steps:

1. Click on the **File** menu and select **Export** then **Address Book Items** from the menu.



2. A window will pop up showing a list of all your contacts. Select all contacts you wish to export and click on the **OK** button.

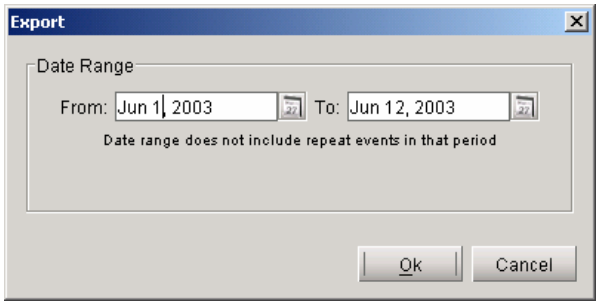
Note: For multiple selections you may click on first contact, then hold down the shift key and click on the last client to export, this will highlight all contacts in between the two. You may also hold down the Ctrl button on your keyboard and click on contacts to individually select or deselect them.

3. Now you must specify the name of the file you want to create and its location on your hard drive. When this is complete click on the **Save** button. You should now have a new file created with all the contacts you have specified.

To Export Calendar Items

To export calendar items use the following steps:

1. Click on the **File** menu and select **Export** then **Address Book Items** from the window.



2. A window will pop up requiring you to specify a date range. All appointments within that range will be exported. Once the date is set click on the **OK** button.

Note: Clicking on the calendar icon will open up a mini calendar window which will allow you to click on the appropriate date without having to type it in manually

3. Now you must specify the name of the file you want to create and its location on your hard drive. When this is complete click on the **Save** button. You should now have a new file created that contains your appointments within the specified time.

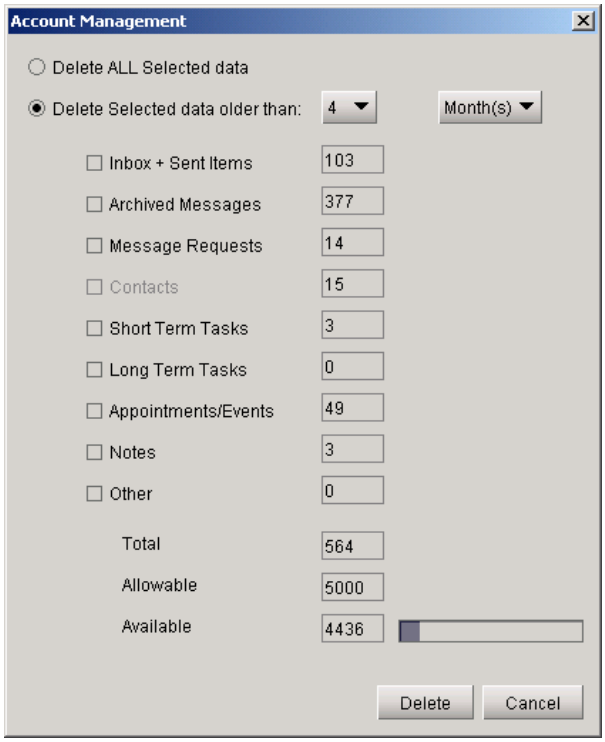
Account Maintenance

This allows you to delete old messages, appointments and other information that is no longer required. UVC gives you the option of deleting selected fields prior to any date desired. This feature makes it easy and quick for you to maintain your account storage space. The bottom of the window shows how much allowable and used up storage you have and is represented by a bar to the right.

To Delete Old Data

To delete old data use the following steps:

1. Click on the **File** menu and select **Account Maintenance** from the menu.



2. A window will pop-up, you have the option of deleting all selected data or selected data prior to a specified date. These data fields are displayed above, select one of the two options.
3. If you have selected **Delete selected data older than:** then you must specify the date prior to which you wish to have the data deleted. If not then skip to next step.
4. Check any of the boxes you wish to partially or completely delete. Note that the number beside the check box tells you how much TOTAL space each category uses.
5. When all your selections are complete click on the **Delete** button.
6. A window will pop up warning you that this operation is irreversible, click on **Yes** ONLY if you are sure of your decision.

Profile Preferences

The profile preference window is where you may modify most of your messenger, calendar, media, note, global and Taboo preferences.

Messenger

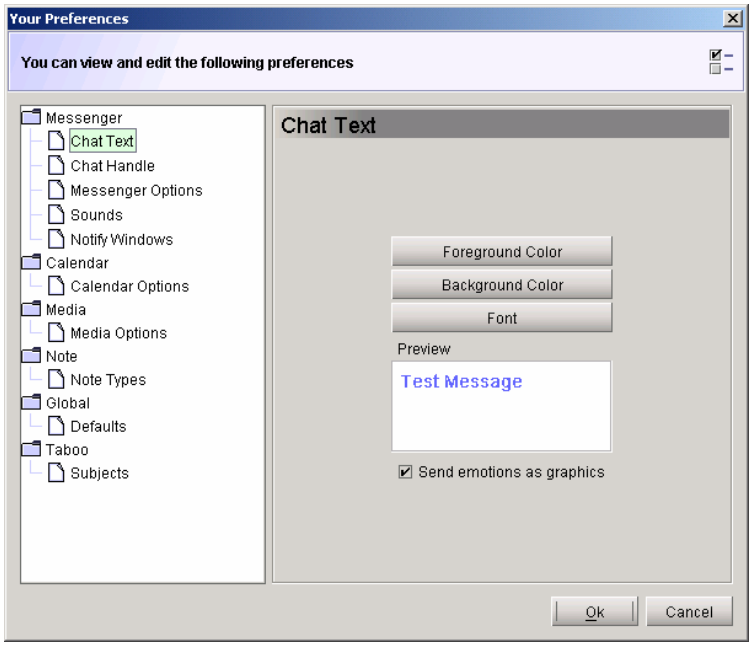
Chat Text

The **Chat Text** allows you to modify the appearance of your text in chat windows. UVC gives you the option of changing all aspects of your text appearance, this includes foreground and background color as well as your font. The Preview box shows you your chat text as it is currently.

To Change Foreground Color

To change your foreground color use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Chat Text** under the **Messenger** heading.



3. On the right side of the window click on the **Foreground Color**.

Note: A new window will pop up with three tabs, Swatches, HSB or RGB. Swatches are pre-selected colors. HSB allows you to select your color by specifying the hue, saturation and brightness. RGB allows you to select your color by specifying the amount red, green and blue in a color. Ultimately all three tabs allow you to come to the same result, they are simply different ways of selecting your color.

Note: The preview area shows you how your color will look in contrast with different backgrounds. On the right sides there are two boxes one showing you your original color and the one under it shows you the new color you have chosen.

4. a) If you like any of the swatch color then simply click on it and then **OK**.

   b) If you decide to mix your own color then click on HSB or RGB tab.

   c) In the **HSB** tab you have two ways of selecting your color. First is to move the color slider to pointer to the desired color for the hue, saturation and brightness. The second method is to directly type in the HSB values. Click on the **OK** button when color is set.

   d) In the **RGB** tab, you have three sliders, one for the color red, another for green and last one for blue. You may use the slider to increase or decrease the value of the color amount. You may also directly type in the desired number on the right side. When color is set click on the **OK** button.

Note: The HSB values run from 0 to 100 while the RGB values run from 0 to 255.

To Change Background Color

To change your background color use the same steps as Changing Foreground color explained previously.

To Change Font

To change your font use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Chat Text** under the **Messenger** heading.
3. On the right side of the window click on the **Font**
4. A new window will pop up which will allow you to change your font type and size. Click OK when finished.

Note: The preview area shows you the appearance of your text if selection is approved.

Chat Handle

The **Chat Handle** allows you to modify the appearance of you name handle in chat windows. UVC gives you the option of changing all aspects of your text appearance, this includes foreground and background color as well as your font. The Preview box shows you your chat text as it is currently.

To Change Foreground, Background Color or Font

To make any changes to your chat handle please make reference to Chat Text, the procedures are identical.

Messenger Options

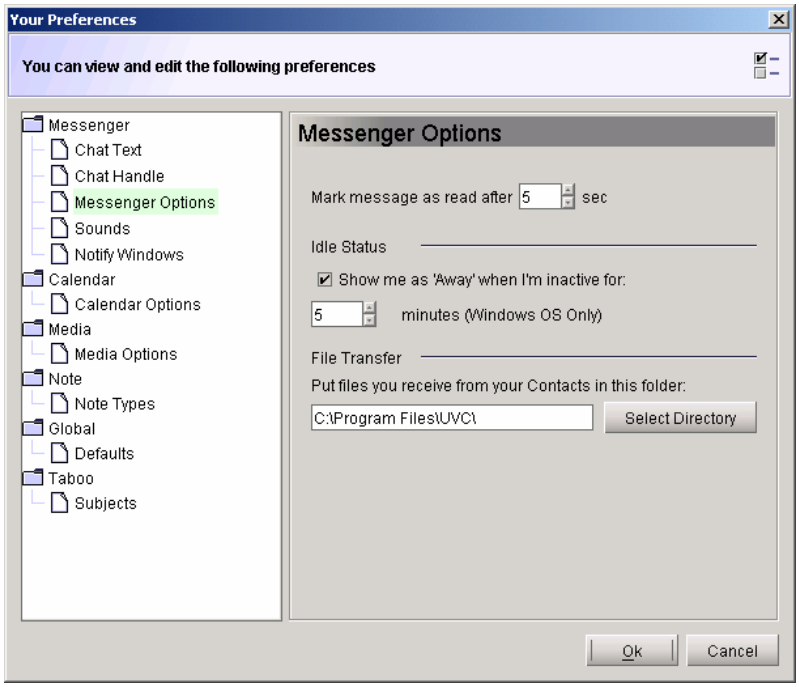
Messenger options allow you change **Idle Status** feature, **File Transfer** directory and the time is takes to mark a message read. The **Mark Message Read** after given seconds was introduced to UVC in order to prevent user from thinking they read a message when quickly shuffling through list of messages. So if that option is set to 5 seconds then the user would have to stay on a new message for 5 seconds before its status changes from new to read. The **Idle Status** allows UVC to automatically change your status to away if the computer is idle for a given amount of time. You may set this time to whatever you like or

disable the feature completely by removing the check box. The **File Transfer** section allows you to change the destination of any file transfer you do over UVC.

To Change Messenger Options

To change messenger options use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Messenger Options** under the **Messenger** heading.



3. Make all necessary changes and click on the **OK** button.

Sounds

This window allows you to disable or enable UVC sounds.

To Enable/Disable Sounds

To enable/disable sounds use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Sounds** under the **Messenger** heading.
3. Check or uncheck any of the boxes you wish and click on the **OK** button.

Notify Windows

Notify windows are windows that temporarily pop-up to notify you that a user has come on, or you have received a chat request or you have received a new message. You may disable or enable any of these pop-up windows.

To Enable/Disable Notify Windows

To enable/disable notify widows use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Notify Windows** under the **Messenger** heading.
3. Check or uncheck any of the boxes you wish and click on the **Ok** button.

Calendar

Calendar Options

The calendar options allow you to change the AM/PM format and the beginning and the end of each active day on the calendar. This improves display if properly set. If for example most of your calendar entries are early in the day then you can set the beginning of each day early and ending early. If most of your entries are late then you can do the reverse. Doing this will ensure that most of your entries are visible on the screen without the need to scroll up or down the day.

To Change Calendar Options

To change calendar options use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Calendar Options** under the **Calendar** heading.
3. Make the necessary changes and click on the **Ok** Button.

Media

Media Options

The media options are advanced section that will allow you to Force an IP address, and set-up a fixed port. It is highly recommended that you do not modify this section unless you are confident of your changes.

To Change Media Options

To change media options use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Media Options** under the **Media** heading.
3. Make the necessary changes and click on the **Ok** Button.

Note

Note Options

Note options allow you to create modify or delete note type descriptions which can be used to help you categorize your notes in the **Tasks/Other** UVC module. Creating note types will make the search option a lot more efficient.

To Add a Note Type

To add a note type use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Note Types** under the **Note** heading.
3. Click on the **New Note Type** button.
4. Type in the description of your note and press the **Enter** key on your keyboard.

To Delete a Note Type

To delete a note type use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Note Types** under the **Note Type** heading.
3. Select the note type you wish to delete from the list.
4. Click on the **Delete** *button.*

To Rename a Note Type

To rename a note type use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Note Types** under the **Note Type** heading.
3. Select the note type you wish to rename from the list.
4. Click on the **Rename** button.
5. Change the name of the note type and press the **Enter** key on your keyboard.

Global

Defaults

Defaults menu allows you to change some of the standards that UVC uses when creating a new contact. The **Prov./State** and **Country** settings set in this menu will always be defaulted when creating a new contact. The **Alerts** section allows you to enter your e-mail address and mobile e-mail. These

addresses are used by UVC to send you alerts that you have set-up, the alerts will be sent via e-mail or text messaging.

To Modify Global Defaults

To modify your defaults use the following steps:

1. Click on the **File** menu and select **Profile Preferences** from the menu.
2. On the new window that appears, click on the **Defaults** under the **Global** heading.
3. Make whatever changes are needed and click on the **Ok** button.

Taboo

Subjects

Taboo Subjects allow you to create modify or delete subject descriptions which can be used to help you categorize your **Taboo** entries in the **Tasks/Other** UVC module. Creating subjects will make the search option a lot more efficient.

To create, delete or rename subjects is carried out the same way as it is done for notes. Please make reference to **Note** section in the manual under **File Preferences**.

Close

This closes the UVC window without exiting the program. To reopen the UVC window you may double click on the UVC logo in the Icon tray, or right click on it and select **Show UVC** from the menu.

To Change Password

UVC Allows users to change their login password at any time. To change your password use the following steps:

1. Click on the **File** menu and select **Change Password** from the menu.
2. A window will pop up requiring you to enter your old password and your new password twice to prevent any typo errors.
3. When all the tabs are filled click on the **Ok** button. Your old password will now be changed to the new one.

Address Book

The address book is divided into 2 portions, **Personal Contacts** and **Business Contacts**. These categories are separated to allow the user to record different information for different types of contacts. For instance, you may not require the same information to be recorded for business associates as you would for personal friends.

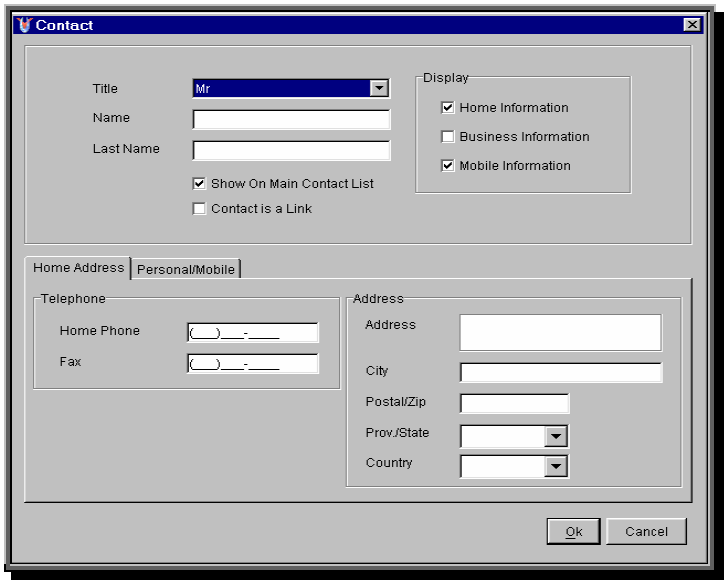
To access the **Address Book** if you are in the Tab view simply click on the **Address Book** tab, if you are in the Special view simply click on the large **Address Book** button on the left.

Personal Contacts

To Add a New Contact

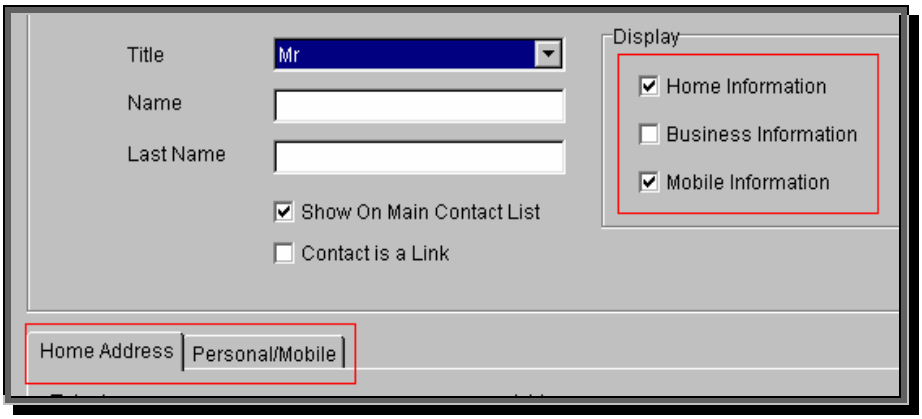
To add a new contact to the database use the following steps:

1. Right click anywhere in the personal area of the address book, or select **Address Book** from the top menu bar and choose **Personal** and then select **New Contact** from the menu to access the following screen:



2. Fill out the appropriate information for the contact you are adding

Note: In the display section, home information and mobile information are automatically checked because you are adding a personal contact. These are the sections that are most likely to apply. If however, you would like make use of different sections you can change the tabs at the bottom by checking and un-checking the boxes.



Show on Main Contact List

By checking this box you will be enabling this contact to show on the main contact list that appears when you start the program. If this box is not checked you will have to **Show All Contacts** to be able to see it. For instance, if you were linking a contact to a "root contact" (see To Link A Contact) you may not want them to show on the main contact list because they will already be listed under the "root", in this case you would un-check the box. In most other circumstances it is probably preferable to leave it checked.

Contact is a Link

This box should be checked if the contact you are adding is intended to be a "root" link that you would like to link other contacts to. For instance, if you would like to link members of the same family to a top link called "Smith Family", you would create a contact called "Smith Family" and leave the box checked. This box only applies to linking contacts. If you are not linking the contact, this box should be left unchecked. See To Link A Contact.

3. After entering the appropriate information you can now add the contact. You can do this by clicking on **OK** or using the enter key on the keyboard.

*Note: If you have your cursor in a phone number field in the contact box and try to add the contact by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to another field and hit **Enter**.*

To Find a Contact

If you have added a large number of personal contacts and do not wish to scroll up and down to find them, simply click anywhere in the **Personal** area of the screen and type the first letter of the contacts first name. The screen should then automatically jump to that section of the alphabet thus saving you the trouble of scrolling.

To View/Edit an Existing Contact

To view or edit an existing contact's information use the following steps:

1. Find the contact you would like to edit. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Personal** and then select **View/Edit Contact** from the menu. You should then see the contact's information.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information, simply click **Cancel** when you are finished.

*Note: If you have your cursor in a phone number field in the contact box and try to add the contact by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to another field and hit **Enter**.*

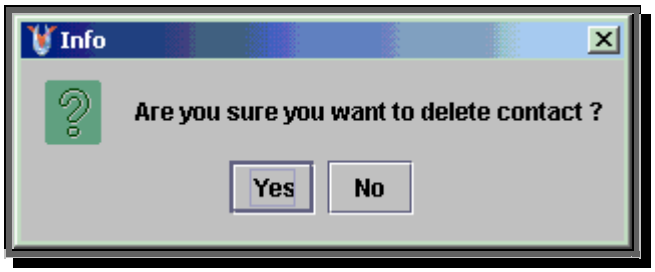
To View a Contact's Phone Numbers and Emails

To view a contact's phone numbers without having to edit the contact simply click once on the contact's name on the main screen. If no phone numbers were entered for the contact, none will be displayed.

To Delete a Contact

To delete an existing contact use the following steps:

1. Find the contact you would like to delete. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Personal** and then select **Delete Contact** from the menu. You should then get the following warning:



3. Click **Yes** to confirm delete.

Warning: Please exercise caution when deleting contacts. The action cannot be reversed.

Showing All Contacts

To show all contacts regardless if they have "Show on main contact list" (See To Add a Contact) selected or not, use the following steps:

1. Right click anywhere in the personal area of the Address Book or click on **Address Book** from the top menu bar and select **Personal** and then select **Show All Contacts** to turn the option on or off. If there is a checkmark beside **Show All Contacts** the option is enabled. If there is not a checkmark the option is disabled.

To Link Contacts

When linking contacts there are 4 options:

A. The linked contacts can be visible under their “root” or “parent” link and shown only there. With the link visible on the main contact list.

B. The linked contacts can be visible under their “root” or “parent” link and visible on the main contact list thus showing them twice.

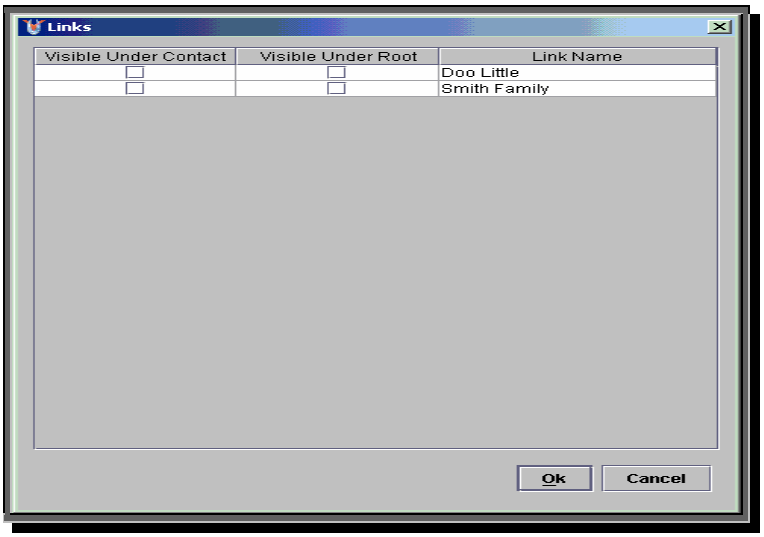
C. The link can be visible under the contact thus showing what “groups” the contact belongs to and not have the “group” visible on the main contact list.

D. The link can be visible under the contact thus showing what “groups” the contact belongs to and the link can be visible on the main contact list, thus showing the contacts under the “root”.

Option A

To link contacts using Option A use the following steps:

1. Create a new contact that is to be the “root” or “parent” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Smith Family” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Personal** and then select **Links** to access the following screen:



4. You should now be able to see your “root” link in the list. Place a check mark on **Visible Under Root** and click on **OK**.
5. Right click again on the contact you just linked and select **View/Edit.**
6. Remove the **Visible on Main Contact List** box and click on **OK**.

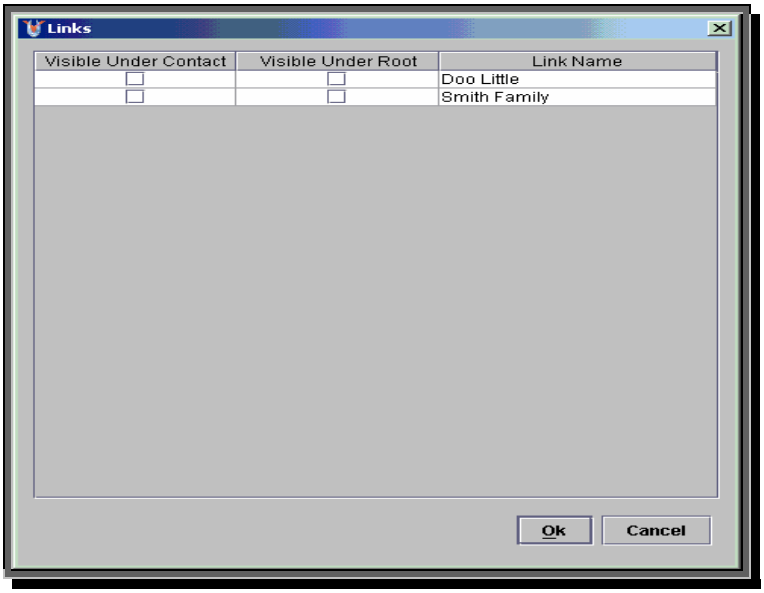
Your contact should now be linked under the main root and visible only there and not on the main list.

Option B

To link contacts using Option B use the following steps:

1. Create a new contact that is to be the “root” or “parent” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Smith Family” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.

3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Personal** and then select **Links** to access the following screen:



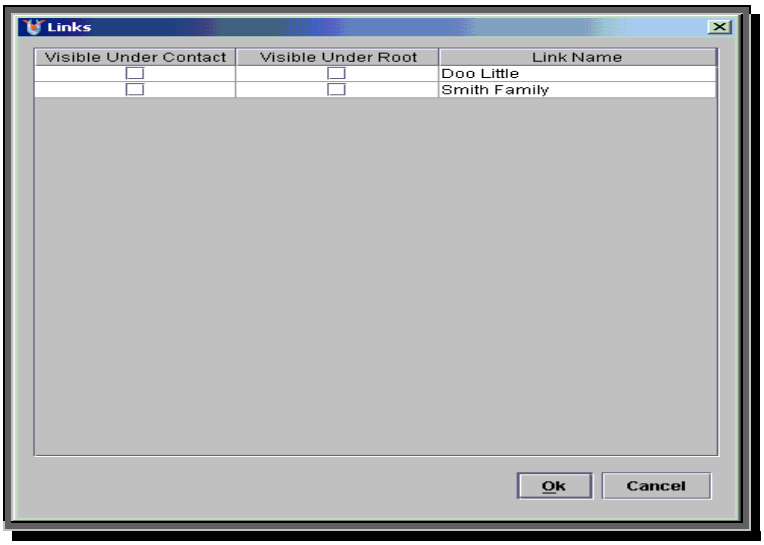
4. You should now be able to see your "root" link in the list. Place a check mark on **Visible Under Root** and click on **OK**.

Your contact should now be linked under the main root and also visible on the main contact list.

Option C

To link contacts using Option C use the following steps:

1. Create a new contact that is to be the "group" that the contact belongs to. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating "Smith Family" (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the "group". When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Personal** and then select **Links** to access the following screen:



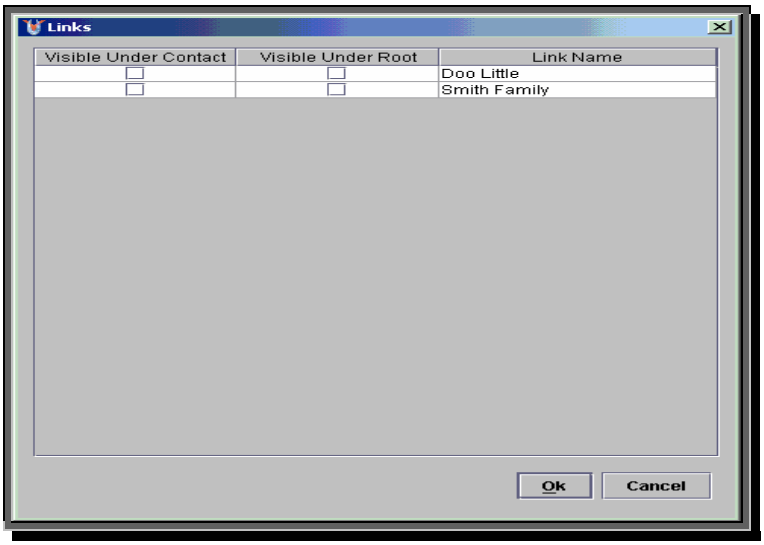
4. You should now be able to see your “group” in the list. Place a checkmark on **Visible Under Contact** and click on **OK**.
5. Right click again on the “group” you just created and select **View/Edit**.
6. Remove the **Visible on Main Contact List** box and click on **OK**.

Your contact should now show the “groups” that he/she is linked to beneath them. The “group” should not be visible on the main contact list.

Option D

To link contacts using Option D use the following steps:

1. Create a new contact that is to be the “root”, “parent” or “group” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Smith Family” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Personal** and then select **Links** to access the following screen:



4. You should now be able to see your "root" link in the list. Place a checkmark on **Visible Under Root** and **Visible Under Contact** and click **OK**.

You should now be able to see your linked contact under the "root" link and the "link" should be visible under the contact.

To Email a Contact Using Their Personal/Business Email Address

Once you have added contacts to your address book you are able to send them emails directly from UVC. To do this you must either have your email application already setup and configured or have your Internet browser configured to send emails (this is usually found in you browser's preferences). Your contact must also have an email address recorded in their information (see To Add a Contact, To View/Edit a Contact). To send an email to the contact's personal or business email address use the following steps:

1. Find the contact you would like to send the email to. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Personal** and then select **Write an email**.
3. Another menu will pop up showing the available email addresses. Just select the one you want.

*Note: If you cannot select **Write an email** because it is disabled, your contact does not have an email address recorded. Simply edit the contact (see to View/Edit a Contact) and add the email address to continue.*

4. Your Email application will now be launched and you will be able to write and send an email.

Note: If a window does not open allowing you to compose an email, your browser is not configured to send emails. To continue, configure your browser and repeat these steps.

To Go to a Contacts Personal/Business Web Page

Once you have added contacts to your address book you are able to go to their web pages directly from UVC. To do this you must have an Internet browser installed on your computer and the contact you are trying to go to the web page for must also have a personal or business web page address recorded in

their information (see To Add a Contact, To View/Edit a Contact). To go to the contact's web page use the following steps:

1. Find the contact you would like to go to the web page for. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Personal** and then select **Visit Web Page**.
3. Another menu will pop up showing the available Web addresses. Just select the one you want.

*Note: If you cannot select **Visit Web Page** because it is disabled, your contact does not have a personal or business web page address recorded. Simply edit the contact (see to View/Edit a Contact) and add the web address to continue.*

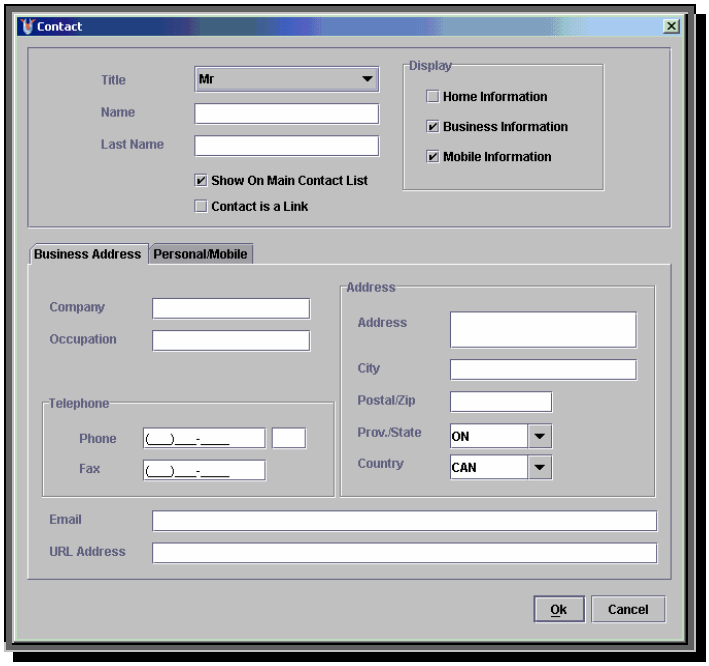
4. Your Internet browser will now be launched and will take you directly to the contacts business web page.

Business Contacts

To Add a New Contact

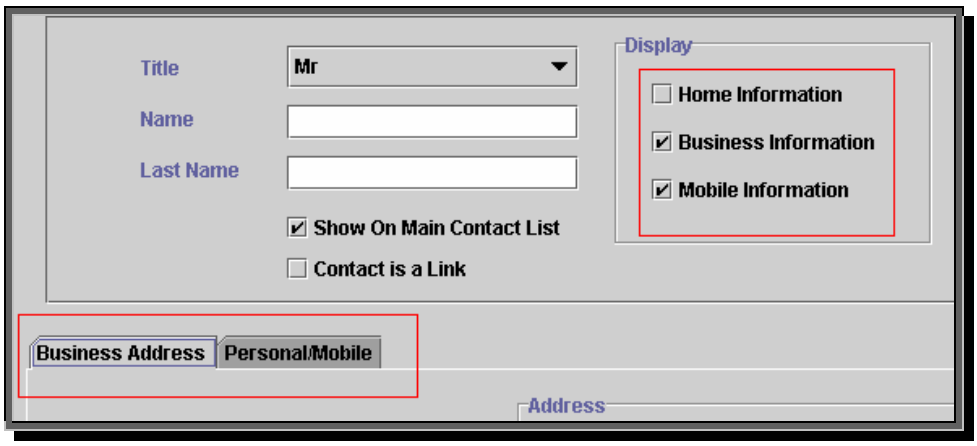
To add a new contact to the database use the following steps:

1. Right click anywhere in the business area of the address book, or select **Address Book** from the top menu bar and choose **Business** and then select **New Contact** from the menu to access the following screen:



2. Fill out the appropriate information for the contact you are adding

Note: In the display section, business information and mobile information are automatically checked because you are adding a business contact. These are the sections that are most likely to apply. If however, you would like make use of different sections you can change the tabs at the bottom by checking and un-checking the boxes.



Show on Main contact List

By checking this box you will be enabling this contact to show on the main contact list that appears when you start the program. If this box is not checked you will have to **Show All Contacts** to be able to see it. For instance, if you were linking a contact to a "root contact" (see To Link A Contact) you may not want them to show on the main contact list because they will already be listed under the "root", in this case you would un-check the box. In most other circumstances it is probably preferable to leave it checked.

Contact is a Link

This box should be checked if the contact you are adding is intended to be a "root" link that you would like to link other contacts to. For instance, if you would like to link members of the same company to a top link called "Aces Publishing", you would create a contact called "Aces Publishing" and leave the box checked. This box only applies to linking contacts. If you are not linking the contact this box should be left unchecked. See To Link A Contact.

3. After entering the appropriate information you can now add the contact. You can do this by clicking on **OK** or using the enter key on the keyboard.

*Note: If you have your cursor in a phone number field in the contact box and try to add the contact by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to another field and hit **Enter**.*

To Find a Contact

If you have added a large number of business contacts and do not wish to scroll up and down to find them, simply click anywhere in the **Business** area of the screen and type the first letter of the contacts first name. The screen should then automatically jump to that section of the alphabet thus saving you the trouble of scrolling.

To View/Edit an Existing Contact

To view or edit an existing contact's information use the following steps:

1. Find the contact you would like to edit. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Business** and then select **View/Edit Contact** from the menu. You should then see the contact's information.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information, simply click **Cancel** when you are finished.

*Note: If you have your cursor in a phone number field in the contact box and try to add the contact by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to another field and hit **Enter**.*

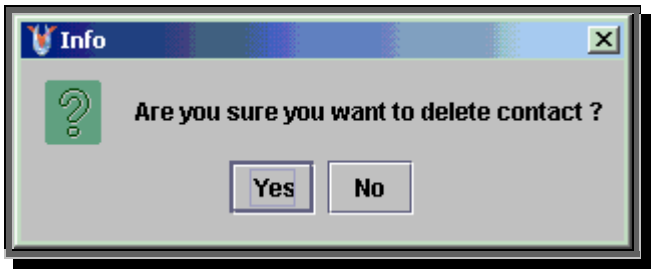
To View a Contact's Phone Numbers

To view a contact's phone numbers without having to edit the contact simply click once on the contact's name on the main screen. If no phone numbers were entered for the contact, none will be displayed.

To Delete a Contact

To delete an existing contact use the following steps:

1. Find the contact you would like to delete. See To Find a Contact.
2. Right click on the contact or select the contact the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Business** and then select **Delete Contact** from the menu. You should then get the following warning:



3. Click **Yes** to confirm delete.

Warning: Please exercise caution when deleting contacts. The action cannot be reversed.

Showing All Contacts

To show all contacts regardless if they have "Show on main contact list" (See To Add a Contact) selected or not, use the following steps:

1. Right click anywhere in the personal area of the Address Book or click on **Address Book** from the top menu bar and select **Business** and then select **Show All Contacts** to turn the option on

or off. If there is a checkmark beside **Show All Contacts** the option is enabled. If there is not a checkmark the option is disabled.

To Link Contacts

When linking contacts there are 4 options:

A. The linked contacts can be visible under their “root” or “parent” link and shown only there. With the link visible on the main contact list.

B. The linked contacts can be visible under their “root” or “parent” link and visible on the main contact list thus showing them twice.

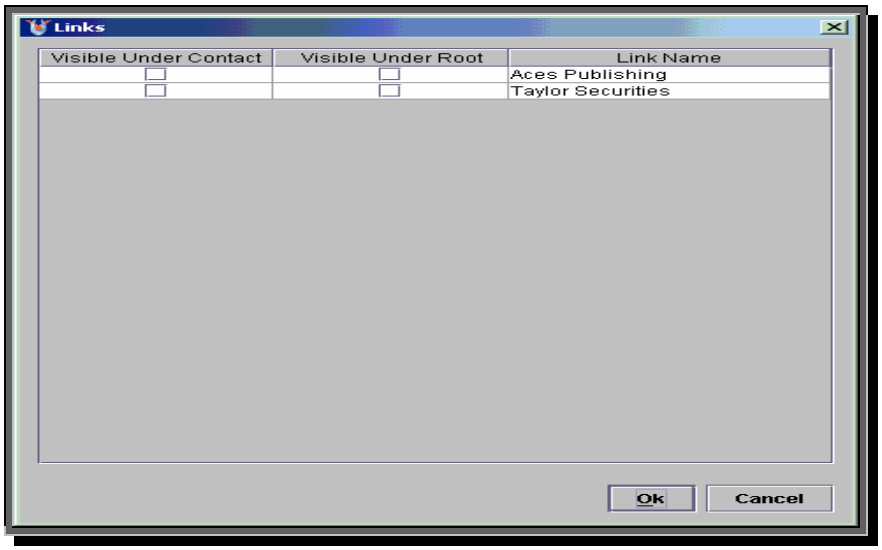
C. The link can be visible under the contact thus showing what “groups” the contact belongs to and not have the “group” visible on the main contact list.

D. The link can be visible under the contact thus showing what “groups” the contact belongs to and the link can be visible on the main contact list, thus showing the contacts under the “root”.

Option A

To link contacts using Option A use the following steps:

1. Create a new contact that is to be the “root” or “parent” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Aces Publishing” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Business** and then select **Links** to access the following screen:



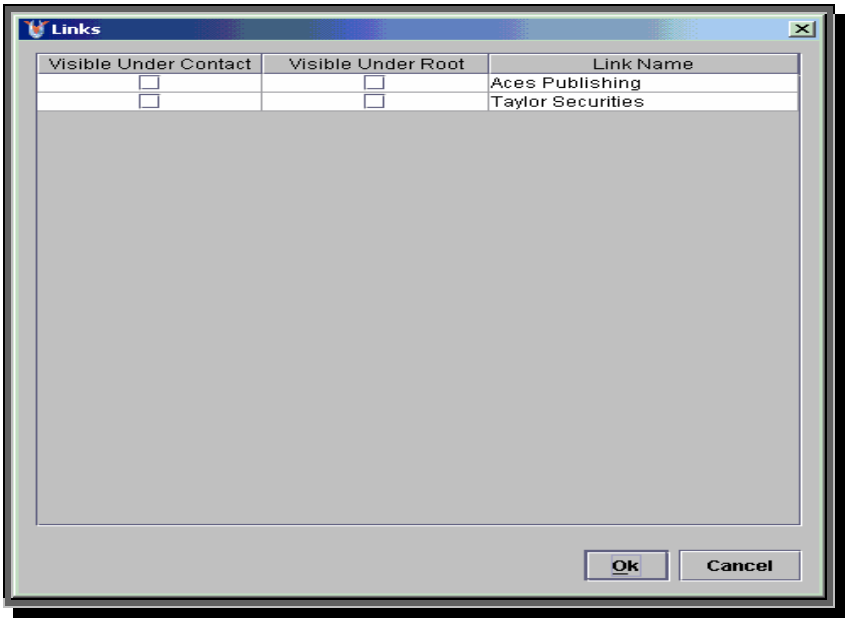
4. You should now be able to see your “root” link in the list. Place a check mark on **Visible Under Root** and click on **OK**.
5. Right click again on the contact you just linked and select **View/Edit.**
6. Remove the **Visible on Main Contact List** box and click on **OK**.

Your contact should now be linked under the main root and visible only there and not on the main list.

Option B

To link contacts using Option B use the following steps:

1. Create a new contact that is to be the “root” or “parent” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Aces Publishing” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Business** and then select **Links** to access the following screen:



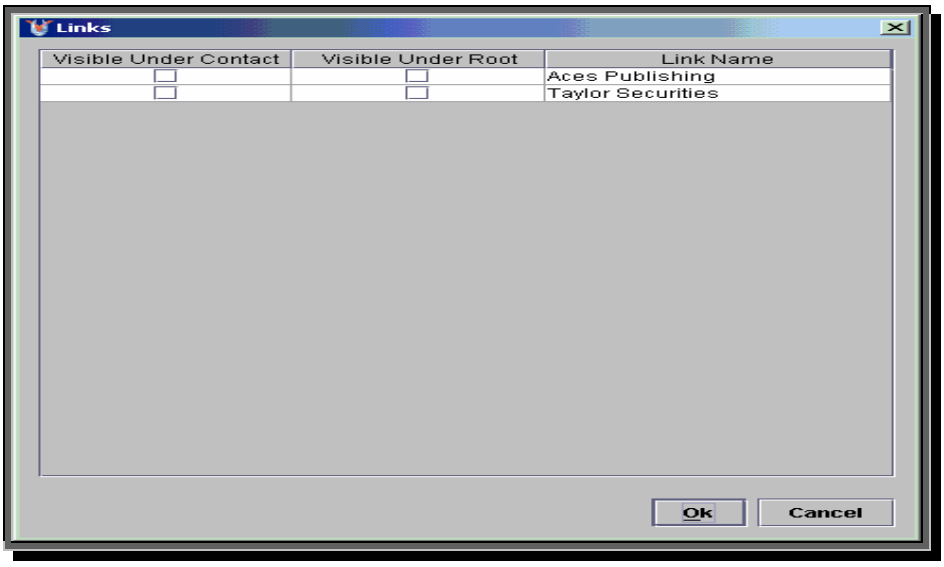
4. You should now be able to see your “root” link in the list. Place a check mark on **Visible Under Root** and click on **OK**.

Your contact should now be linked under the main root and also visible on the main contact list.

Option C

To link contacts using Option C use the following steps:

2. Create a new contact that is to be the “group” that the contact belongs to. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Aces Publishing” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
3. Add the contacts that are to be linked to the “group”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
4. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Business** and then select **Links** to access the following screen:



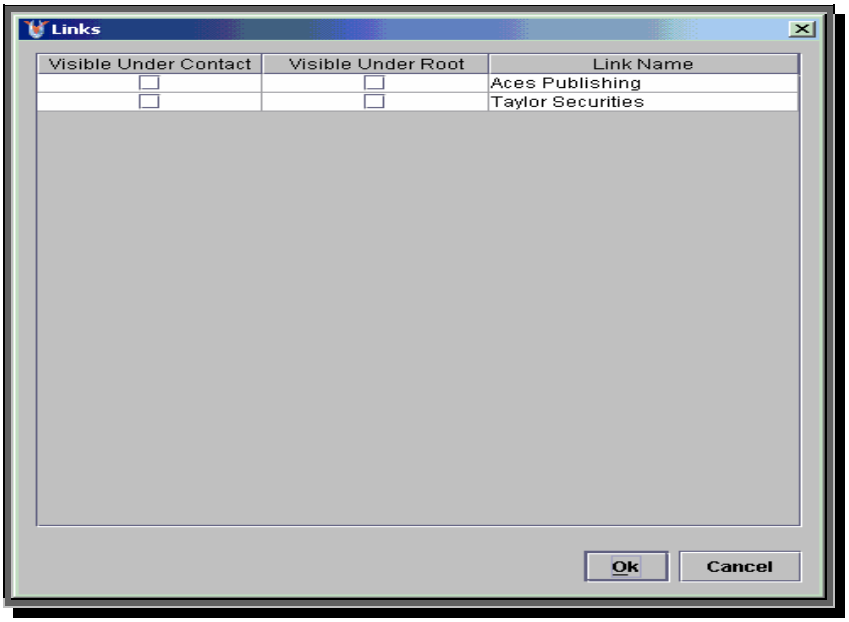
4. You should now be able to see your “group” in the list. Place a checkmark on **Visible Under Contact** and click on **OK**.
5. Right click again on the “group” you just created and select **View/Edit**.
6. Remove the **Visible on Main Contact List** box and click on **OK**.

Your contact should now show the “groups” that he/she is linked to beneath them. The “group” should not be visible on the main contact list.

Option D

To link contacts using Option D use the following steps:

1. Create a new contact that is to be the “root”, “parent” or “group” contact. Other contacts will be linked to this contact. Using the before mentioned example we would now be creating “Aces Publishing” (See To Add a Contact). When adding the contact ensure that **Show on Main Contact List** is checked and **Contact is a Link** is checked.
2. Add the contacts that are to be linked to the “root/parent”. When adding the contact **Show on Main Contact List** should be checked and **Contact is a Link** should not. If the contact that you want to link already exists, skip this step.
3. Find the contact you want to link (See To Find a Contact) and right click on it, or select the contact by left clicking on it and go to **Address Book** on the top menu bar and select **Business** and then select **Links** to access the following screen:



4. You should now be able to see your "root" link in the list. Place a checkmark on **Visible Under Root** and **Visible Under Contact** and click **OK**.

You should now be able to see your linked contact under the "root" link and the "link" should be visible under the contact.

To Email a Contact Using Their Personal/Business Email Address

Once you have added contacts to your address book you are able to send them emails directly from UVC. To do this you must either have your email application already setup and configured or have your Internet browser configured to send emails (this is usually found in you browser's preferences). Your contact must also have an email address recorded in their information (see To Add a Contact, To View/Edit a Contact). To send an email to the contact's personal or business email address use the following steps:

1. Find the contact you would like to send the email to. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Business** and then select **Write an email**.
3. Another menu will pop up showing the available email addresses. Just select the one you want.

*Note: If you cannot select **Write an email** because it is disabled, your contact does not have an email address recorded. Simply edit the contact (see to View/Edit a Contact) and add the email address to continue.*

4. Your Email application will now be launched and you will be able to write and send an email.

Note: If a window does not open allowing you to compose an email, your browser is not configured to send emails. To continue, configure your browser and repeat these steps.

To Go to a Contacts Personal/Business Web Page

Once you have added contacts to your address book you are able to go to their web pages directly from UVC. To do this you must have an Internet browser installed on your computer and the contact you are trying to go to the web page for must also have a personal or business web page address recorded in their information (see To Add a Contact, To View/Edit a Contact). To go to the contact's web page use the following steps:

1. Find the contact you would like to go to the web page for. See To Find a Contact.
2. Right click on the contact or select the contact by left clicking on it and go to **Address Book** from the top menu bar and select **Business** and then select **Visit Web Page**.
3. Another menu will pop up showing the available Web addresses. Just select the one you want.

*Note: If you cannot select **Visit Web Page** because it is disabled, your contact does not have a personal or business web page address recorded. Simply edit the contact (see to View/Edit a Contact) and add the web address to continue.*

4. Your Internet browser will now be launched and will take you directly to the contacts business web page.

Tasks

The task area is divided into 2 sections, short-term tasks and long-term tasks. Short-term tasks are meant to manage those tasks that will be dealt with within a short timeline or by a specific due date. The long-term task area is to facilitate long term projects or ideas that may not have a specific due date.

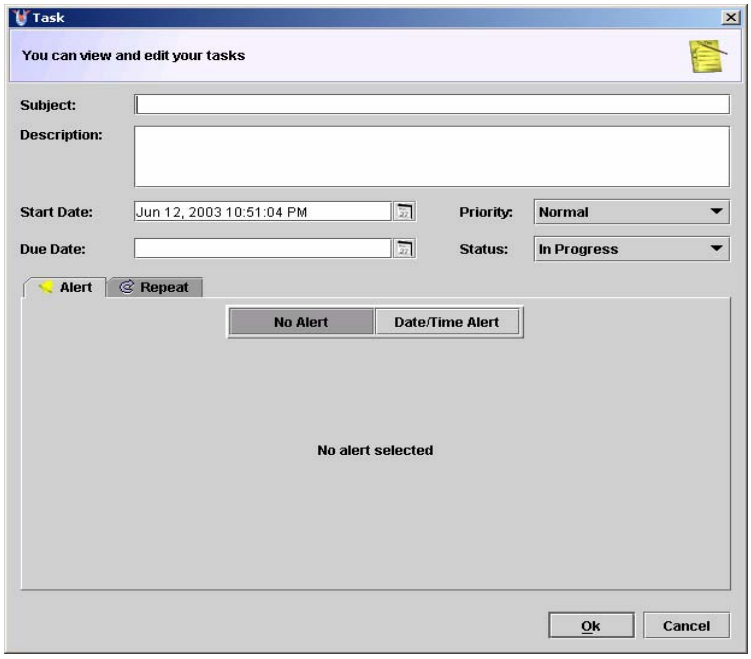
To access the task area if you are in the Tab view simply click on the **Tasks** tab, if you are in the Special view simply click on the large **Tasks** button on the left.

Short Term Tasks

To Add a New Task

To add a new task to the database use the following steps:

1. Right click anywhere in the short term section of the task screen or click on **Tasks** from the top menu bar and select **Short Term Tasks** and then select **New Task** from the menu to access the following screen:



2. Fill out the appropriate information for the task you are adding.

Description

The description field is an area that you can use to enter more information about your task. It is not necessary to fill out and will not appear in the task list. To view the description after adding a task you must View/Edit the task (See To View/Edit a Task).

Due Date

The due date can be used if a task should be completed by a certain date. However, if a due date is not known or does not apply the field can be left blank.

3. After filling out the appropriate information you can now add the task. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

Repeating a Task

There are 4 options when repeating a task:

Day/Week

If you would like your task to repeat every number of weeks on a particular day use the following steps:

A. Click on the **Day/Week** button on the lower part of the task screen.
B. Select how often you would like the task to repeat on a weekly basis.
C. Select which day of the week you would like the task to repeat on.

Note: The day you would like the task to repeat on does not have to be the same as the day you are entering the task for. For example, if you entered a task on a Wednesday and selected Friday to have the task to repeat, the original task would occur on Wednesday as you specified but the following repeated tasks would continue on Fridays.

The day selection however, defaults to the day you are adding the task for. If you would like it to repeat on a different day be sure to uncheck the defaulted option or the task will repeat on both days.

D. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Month

If you would like your task to repeat on a monthly bases use the following steps:

A. Click on the **Month** button on the lower part of the task screen.
B. Select how often you would like the task to repeat on a monthly basis.

Note: The task will be repeated on the same date as the original task for the month frequency you select.

C. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Year

If you would like your task to be repeated on a yearly basis use the following steps:

A. Click on the **Year** button on the lower part of the task screen.
B. Select how often you would like the task to repeat on a yearly basis.

Note: The task will be repeated on the same date as the original task for the month frequency you select.

C. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Special

If you would like to repeat a task that is not date dependent use the following steps:

A. Click on the **Special** button on the lower part of the task screen.
B. Select how often and on which day of the week you would like your task to repeat.
C. Select how often you would like the task to repeat on a monthly basis.
D. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

5. (Continued from Above) After entering the appropriate information you can now add the task into the database. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

*Note: If you have your cursor in any field other than the description or location field and try to add the task by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

Note: The next Repeat task is only generated when you complete or delete the task that is currently pending.

Generating a Task Alert

UVC allows you the option to be alerted using different ways at the time and date of your choosing. To set-up an alert for your task click the **Alert** tab and fill out the appropriate fields.

Date

This is the date and time that the task will be sent. If this is a repeat task you only need to put the date and time of the initial alert and UVC will generate the repeat alerts automatically based on the difference between the repeat date and the alert date.

Email

If you want your alert to be sent via email then tick off this box and enter the email address(es) you want this alert to be sent to.

Mobile

If you want your alert to be sent to your cell phone then tick off this box and enter your mobile phone notification email address(es). Please check with your mobile provider to see if this option is available for you.

UVC Instant Message

If you want your alert to be sent using a UVC instant message then just tick off this checkbox.

Warning: Alerts will only be sent if they are at least 15 minutes into the future.

To Edit an Existing Task

To edit and existing task use the following steps:

1. Locate the task you would like to edit. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Short Term Tasks** and then select **Edit** from the menu. You should then see the details of the task.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information simply click **Cancel** when you are finished.

Completing/Cancelling or Putting a Task on Hold

To complete a task, cancel a task, or put a task on hold, use the following steps:

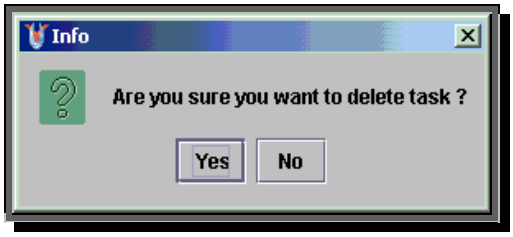
1. Locate the task you would like to change the status of. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Short Term Tasks** and then select **Edit** from the menu. You should then see the details of the task.
3. Change the status of the task to what you would like.
4. Click on **OK** or use the **Enter** key on the keyboard to close the task box.

Note: If you have completed or cancelled the task you will no longer be able to see it on the main list. To view the task see To Show All Tasks.

To Delete a Task

To delete an existing task use the following steps:

1. Locate the task you would like to delete. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Short Term Tasks** and then select **Delete Task** from the menu. You should then get the following warning:



3. Click on **Yes** to confirm delete.

Warning: Please exercise caution when deleting tasks. The action cannot be reversed.

To Show All Tasks

Tasks will not be shown on the main list if they have a status of completed or cancelled. They will also not appear if the start-date of the task is in the future. To show all the tasks regardless of status or date, use the following steps:

1. Right click anywhere in the short term section of the task screen or click on **Tasks** from the top menu bar and select **Short Term Tasks** and then select **Show All Tasks** to turn the option on or off. If there is a checkmark beside **Show All Tasks** the option is enabled. If there is not a checkmark the option is disabled.

To Move a Short Term Task to Long Term

To move a task that is in the short-term area to the long-term area use the following steps:

1. Locate the task you would like to move. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Short Term Tasks** and then select **Move to Long Term** from the menu. You should now see your task in the long-term area.

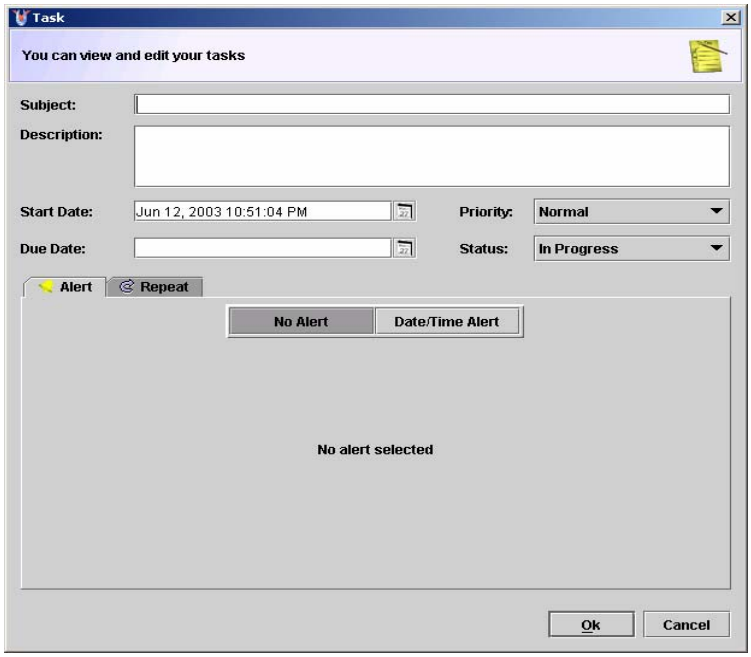
Note: If your task was not visible on the main list in the short-term area it will not be visible on the main list in the long-term area. You will have to show all tasks to be able to view it. See To show all Tasks.

Long Term Tasks

To Add a New Task

To add a new task to the database use the following steps:

1. Right click anywhere in the long term section of the task screen or click on **Tasks** from the top menu bar and select **Long Term Tasks** and then select **New Task** from the menu to access the following screen:



2. Fill out the appropriate information for the task you are adding.

Description

The description field is an area that you can use to enter more information about your task. It is not necessary to fill out and will not appear in the task list. To view the description after adding a task you must View/Edit the task (see To View/Edit a Task).

Due Date

The due date can be used if a task should be completed by a certain date. However, if a due date is not known or does not apply the field can be left blank.

3. After filling out the appropriate information you can now add the task. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

Repeating a Task

There are 4 options when repeating a task:

Day/Week

If you would like your task to repeat every number of weeks on a particular day use the following steps:

A. Click on the **Day/Week** button on the lower part of the task screen.
B. Select how often you would like the task to repeat on a weekly basis.
C. Select which day of the week you would like the task to repeat on.

Note: The day you would like the task to repeat on does not have to be the same as the day you are entering the task for. For example, if you entered a task on a Wednesday and selected Friday to have the task to repeat, the original task would occur on Wednesday as you specified but the following repeated tasks would continue on Fridays.

The day selection however, defaults to the day you are adding the task for. If you would like it to repeat on a different day be sure to uncheck the defaulted option or the task will repeat on both days.

D. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Month

If you would like your task to repeat on a monthly bases use the following steps:

D. Click on the **Month** button on the lower part of the task screen.
E. Select how often you would like the task to repeat on a monthly basis.

Note: The task will be repeated on the same date as the original task for the month frequency you select.

F. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Year

If you would like your task to be repeated on a yearly basis use the following steps:

C. Click on the **Year** button on the lower part of the task screen.
D. Select how often you would like the task to repeat on a yearly basis.

Note: The task will be repeated on the same date as the original task for the month frequency you select.

D. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

Special

If you would like to repeat a task that is not date dependent use the following steps:

E. Click on the **Special** button on the lower part of the task screen.
F. Select how often and on which day of the week you would like your task to repeat.
G. Select how often you would like the task to repeat on a monthly basis.
H. If you know the date you would like to stop the repeated task check **Stop Repeat** and enter the appropriate date.

6. (Continued from Above) After entering the appropriate information you can now add the task into the database. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

*Note: If you have your cursor in any field other than the description or location field and try to add the task by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

Note: The next Repeat task is only generated when you complete or delete the task that is currently pending.

Generating a Task Alert

UVC allows you the option to be alerted using different ways at the time and date of your choosing. To set-up an alert for your task click the **Alert** tab and fill out the appropriate fields.

Date

This is the date and time that the task will be sent. If this is a repeat task you only need to put the date and time of the initial alert and UVC will generate the repeat alerts automatically based on the difference between the repeat date and the alert date.

Email

If you want your alert to be sent via email then tick off this box and enter the email address(es) you want this alert to be sent to.

Mobile

If you want your alert to be sent to your cell phone then tick off this box and enter your mobile phone notification email address(es). Please check with your mobile provider to see if this option is available for you.

UVC Instant Message

If you want your alert to be sent using a UVC instant message then just tick off this checkbox.

Warning: Alerts will only be sent if they are at least 15 minutes into the future.

To Edit an Existing Task

To edit and existing task use the following steps:

1. Locate the task you would like to edit. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Long Term Tasks** and then select **Edit** from the menu. You should then see the details of the task.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information simply click **Cancel** when you are finished.

Completing/Cancelling or Putting a Task on Hold

To complete a task, cancel a task, or put a task on hold, use the following steps:

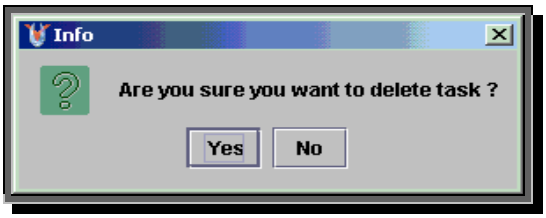
1. Locate the task you would like to change the status of. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Long Term Tasks** and then select **Edit** from the menu. You should then see the details of the task.
3. Change the status of the task to what you would like.
4. Click on **OK** or use the **Enter** key on the keyboard to close the task box.

Note: If you have completed or cancelled the task you will not longer be able to see it on the main list. To view the task See To Show All Tasks.

To Delete a Task

To delete an existing task use the following steps:

1. Locate the task you would like to delete. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Long Term Tasks** and then select **Delete Task** from the menu. You should then get the following warning:



3. Click on **Yes** to confirm delete.

Warning: Please exercise caution when deleting tasks. The action cannot be reversed.

To Show All Tasks

Tasks will not be shown on the main list if they have a status of completed or cancelled. They will also not appear if the start-date of the task is in the future. To show all the tasks regardless of status or date, use the following steps:

1. Right click anywhere in the long term section of the task screen or click on **Tasks** from the top menu bar and select **Long Term Tasks** and then select **Show All Tasks** to turn the option on or off. If there is a checkmark beside **Show All Tasks** the option is enabled. If there is not a checkmark the option is disabled.

To Move a Long Term Task to Short Term

To move a task that is in the long-term area to the short-term area use the following steps:

1. Locate the task you would like to move. If you cannot see the task on the main list see To Show All Tasks.
2. Right click on the task or select the task by left clicking on it and go to **Tasks** from the top menu bar and select **Long Term Tasks** and then select **Move to Short Term** from the menu. You should now see your task in the short-term area.

Note: If your task was not visible on the main list in the long-term area it will not be visible on the main list in the short-term area. You will have to show all tasks to be able to view it. See To Show All Tasks.

The Task List-Colours and What Tasks Appear When

Once tasks are added (See To Add a Task) they appear in a list on the screen. The following explains what the colours mean and when tasks appear in the list based on the start and dues dates of a task.

Colours

Priority Colours

Based on the priority assigned to the task the colour in the priority column will change:

Green

It a task appears Green it indicates that it is low priority.

Yellow

It a task appears Yellow it indicates that it is medium priority.

Red

It a task appears Red it indicates that it is high priority.

Overdue Tasks

If the task is overdue (passed the due date) the entire task, except for the priority column, will appear Red. This is to make overdue tasks easily identifiable to the user.

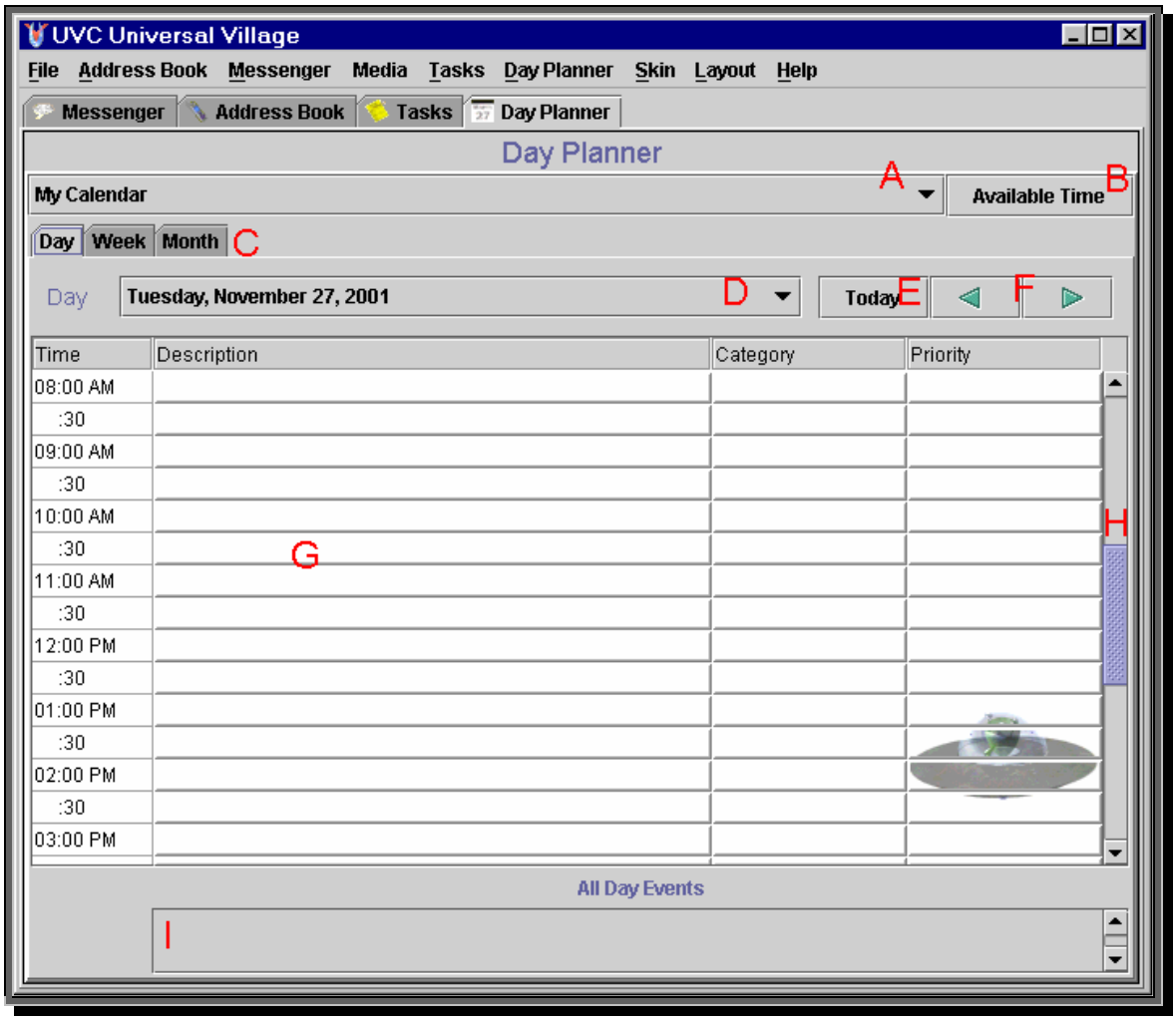
Scheduler/Day Planner

The Day Planner is divided into 3 sections where you can view your appointments; the day tab, the week tab and the month tab. There is also an All Day Event area where you can schedule appointments or events that would typically last the entire day. You are able to view your calendar as well as the calendars of those contacts to which you have access. You are also able to send appointments to other users for acceptance into their calendars.

To access the **Day Planner** area if you are in the Tab view simply click on the **Day Planner** tab, if you are in the Special view simply click on the large **Day Planner** button on the left.

Navigating in the Day Planner Screen

The following is an explanation of the buttons used to navigate your way through the day planner:



A. This drop down menu is used to flip between your calendar and the calendars of contacts you have full access to. See Edit/View Access rights.

B. This button is used to check when other contacts (that you have access to) have available time. See To Send Appointments to Other Contacts.
C. To flip between the Day, Week and Monthly views use these tabs.
D. This drop down provides a calendar to allow you to jump quickly to any day of the year in any of the tabs (day, week, month).
E. Click on this button to jump to today at any time.
F. These arrows will take you forward or back one day (in the day tab), one week (in the week tab) and one month (in the month tab).
G. This area is where your scheduled appointments will appear. See Explanation of Colours and Symbols used in the Day and Week Tabs.
H. Use this scroll bar to scroll up or down to see the portion of your day that is not displayed.
I. This area is where your scheduled events will appear. See ?.

The Day and Week Tabs

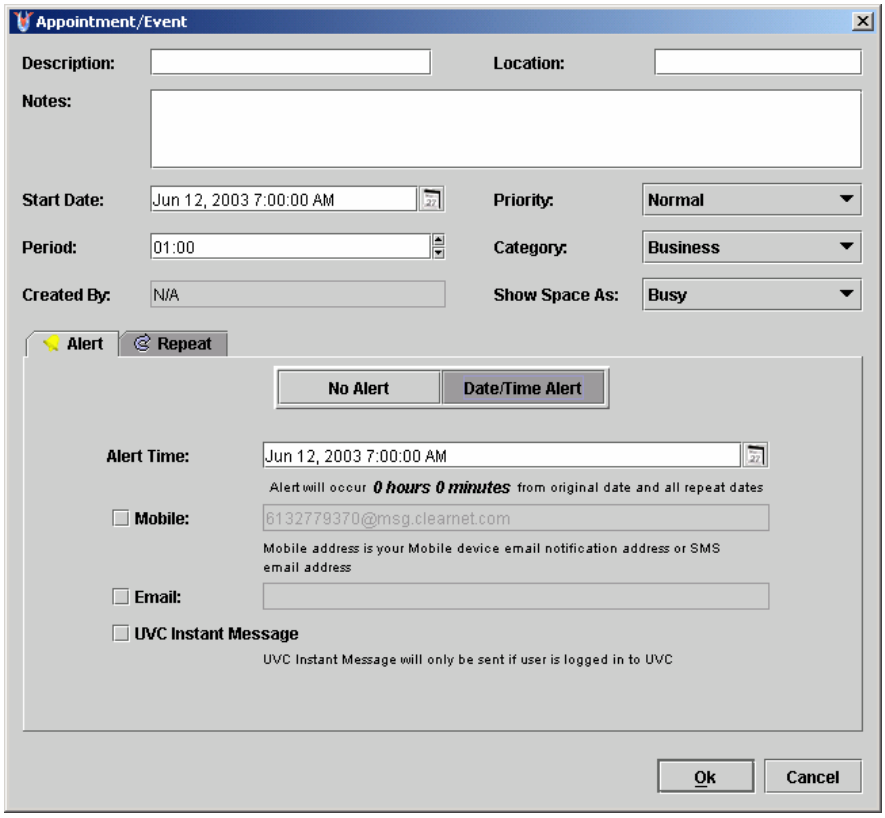
To Add a New Appointment

To add a new appointment to the database use the following steps:

1. In the day or week tab find the day you would like to schedule the appointment for. See Navigating in the day planner screen.
2. Select the time you wish to schedule by left clicking and dragging your mouse over the appropriate time blocks. When you release your mouse a menu will appear:

*Note: If you are only scheduling a ½ hour block of time you will need to right click on the selected time to access the menu. Or alternatively select **Day Planner** from the top menu and choose the **Day** or **Week** option to access the menu.*

3. Select **New Appointment** to access the following screen:



4. Fill out the appropriate information for the appointment you are adding. (Continued Below)

Description/Location/Notes

The description, location and notes fields are for your reference. The description and location fields will appear on the main screen. The notes will not.

Start Date and Period

Generally, the time that you wish to schedule an appointment for is selected before you click on **New Appointment**, thus defaulting the selected time into the start date and period field. If however you would like to change the selected time after you have clicked on **New Appointment** you may do so by simply adjusting the two fields.

Note: Time is displayed on the main screen in 30-minute sections. When adjusting the period, the arrows default to 15-minute sections. The user may change the period to whatever they wish by typing directly in the field. If the period is over the displayed time on the main screen the appointment will display into the next time block. For example, if you had scheduled an appointment form 9:00am-10:00am the period would be 1 hour and it would display on the main screen form 9:00am-10:00am. If however you changed the period to 1 hour and 2 minutes it would display on the screen with text saying 9:00am-10:02am but would take up the time blocks from 9:00am-10:30am.

This will not affect scheduling and overlapping time. The program is simply displaying the appointment form 9:00am-10:30am but in reality it is scheduled to 10:02am.

Show Space As

The **Show Space As** field is used to indicate how you would like scheduled time to appear to other users that have access to you calendar. When giving users access to your calendar there are 3 options: none, available time only, full. See Edit/View Access Rights. The **Show Space As** field only applies to users that have access to available time only (See Edit/View Access Rights). Based on the option you select in the **Show Space As** field the appointment will display differently to other users viewing it. If **Busy** or **Tentative** is selected the space will appear as unavailable to the other user and will specify busy or tentative but no other information will be given. If **Full Detail** is selected the other user looking at your calendar will be able to see all details of the appointment. If **Available** is selected the time will appear to the other user a simply unscheduled.

Repeating an Appointment

There are 4 options when repeating an appointment:

Day/Week

If you would like your appointment to repeat every number of weeks on a particular day use the following steps:

J. Click on the **Day/Week** button on the lower part of the appointment screen.
K. Select how often you would like the appointment to repeat on a weekly basis.
L. Select which day of the week you would like the appointment to repeat on/

Note: The day you would like the appointment to repeat on does not have to be the same as the day you are entering the appointment for. For example, if you entered an appointment on a Wednesday and selected Friday to have the appointment to repeat, the original appointment would occur on Wednesday as you specified but the following repeated appointments would continue on Fridays.

The day selection however, defaults to the day you are adding the appointment for. If you would like it to repeat on a different day be sure to uncheck the defaulted option or the appointment will repeat on both days.

M. If you know the date you would like to stop the repeated appointment check **Stop Repeat** and enter the appropriate date.

Month

If you would like your appointment to repeat on a monthly basis use the following steps:

G. Click on the **Month** button on the lower part of the appointment screen.
H. Select how often you would like the appointment to repeat on a monthly basis.

Note: The appointment will be repeated on the same date as the original appointment for the month frequency you select.

I. If you know the date you would like to stop the repeated appointment check **Stop Repeat** and enter the appropriate date.

Year

If you would like your appointment to be repeated on a yearly basis use the following steps:

E. Click on the **Year** button on the lower part of the appointment screen.
F. Select how often you would like the appointment to repeat on a yearly basis.

Note: The appointment will be repeated on the same date as the original appointment for the month frequency you select.

E. If you know the date you would like to stop the repeated appointment check **Stop Repeat** and enter the appropriate date.

Special

If you would like to repeat an appointment that is not date dependent use the following steps:

I. Click on the **Special** button on the lower part of the appointment screen.
J. Select how often and on which day of the week you would like your appointment to repeat.
K. Select how often you would like the appointment to repeat on a monthly basis.
L. If you know the date you would like to stop the repeated appointment check **Stop Repeat** and enter the appropriate date.

7. (Continued from Above) After entering the appropriate information you can now add the appointment into the database. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

*Note: If you have your cursor in any field other than the description or location field and try to add the appointment by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

Generating an Appointment Alert

UVC allows you the option to be alerted using different ways at the time and date of your choosing. To set-up an alert for your appointment click the **Alert** tab and fill out the appropriate fields.

Date

This is the date and time that the appointment will be sent. If this is a repeat appointment you only need to put the date and time of the initial alert and UVC will generate the repeat alerts automatically based on the difference between the repeat date and the alert date.

Email

If you want your alert to be sent via email then tick off this box and enter the email address(es) you want this alert to be sent to.

Mobile

If you want your alert to be sent to your cell phone then tick off this box and enter your mobile phone notification email address(es). Please check with your mobile provider to see if this option is available for you.

UVC Instant Message

If you want your alert to be sent using a UVC instant message then just tick off this checkbox.

Warning: Alerts will only be sent if they are at least 15 minutes into the future.

Explanation Of Colours and Symbols Used in the Day/Week Tab

The following explains what the colours and symbols used in the **Day** and **Week** tabs indicate.

Yellow

If a time block appears as Yellow it indicates that it is scheduled time.

Blue

If a time block appears as Blue it indicates that there are appointments overlapping for that time (See Overlapped Appointments).

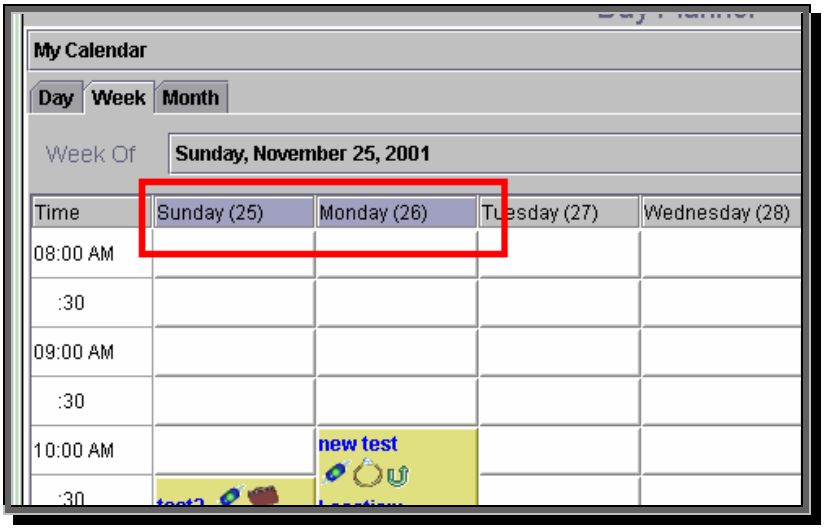
Pink

If a time block appears as Pink it indicates that this is a group appointment.

Day of the Week Heading

If the day of the week at the top of the column appears in Blue it indicates that there is a scheduled appointment somewhere on that day.

Note: This is of particular use in the weekly tab where, by default, not as many time blocks are displayed. If you see the Blue heading but cannot see the appointment simply scroll up or down until the appointment comes into view.



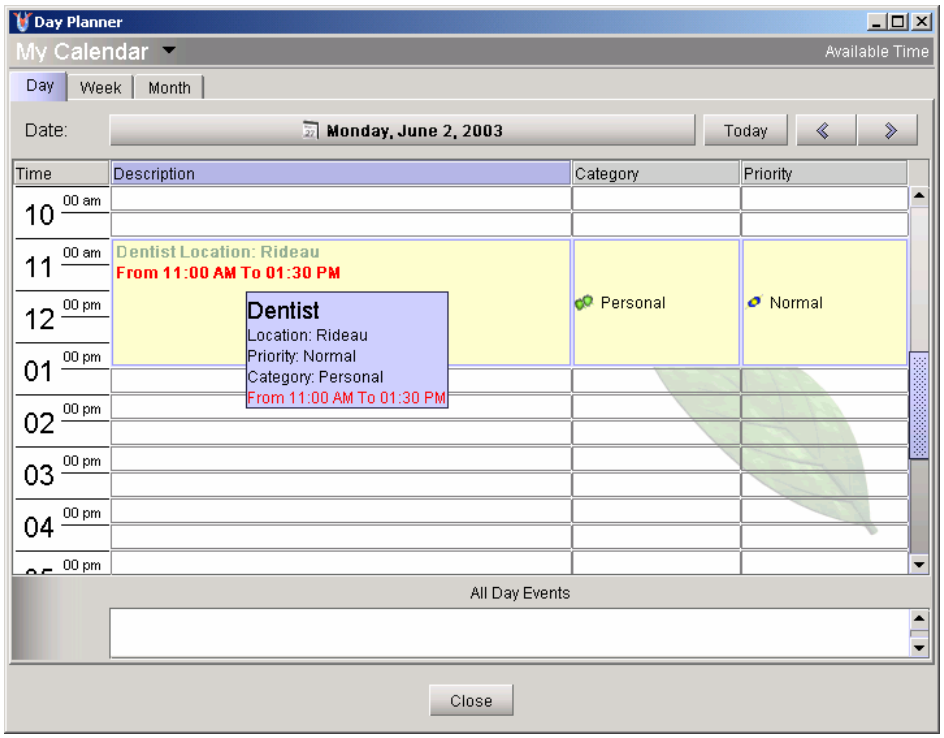
Symbols

Alert on Appointment/Event
This is a repeat Appointment/Event

Business
Personal
Birthday
Conference Call
Holiday
Leisure
Anniversary
Other

To View the Details of an Appointment

To view the details of an appointment in the month tab put your cursor on top of the appointment or event. You should then be able to see the details in a blue list.



To View/Edit an Existing Appointment

To view or edit an existing appointments information use the following steps:

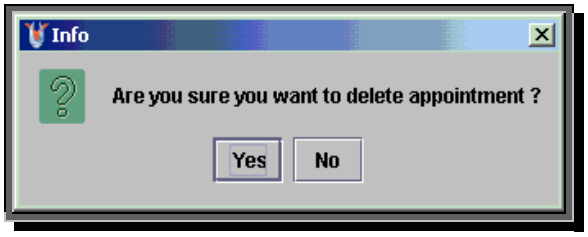
1. Find the appointment you would like to edit. See Navigating in the Day Planner.
2. Double click on the appointment; you should then see the appointments information. Alternatively, right click on the appointment or select the appointment by left clicking on it and go to **Day Planner** from the top menu bar and select the **Day** or **Week** option and then select **View/Edit** from the menu. You should then see the appointments information.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information, simply click **Cancel** when you are finished.

*Note: If you have your cursor in any field other than the description or location field and try to edit the appointment by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

To Delete an Appointment

To delete an existing appointment use the following steps:

1. Find the appointment you would like to delete. See Navigating in the Day Planner.
2. Right click on the appointment or select the appointment by left clicking on it and go to **Day Planner** from the top menu bar and select the **Day** or **Week** option and then select **Delete Appointment** from the menu. You should then get the following warning:



3. Click **Yes** to confirm delete.

Warning: If the appointment you are deleting is a repeated appointment all appointments linked to that one (through the repeat) will be deleted.

Please exercise caution when deleting appointments. The action cannot be reversed.

Viewing and Scheduling Appointments for Other Contacts

To view and schedule appointments for other contacts use the following steps:

1. Click the drop down menu at the top of the day planner screen and select the contact you want to schedule an appointment for.
2. Once you've done that you are able to work with that calendar just as if it were your own. You can use the Day, Week or Month views and add appointments where needed.

Note: If the user you want to schedule an appointment for is not in the drop down menu that would probably be because that user has not given you the proper privilege to access their calendar. (See Edit/View Access Rights).

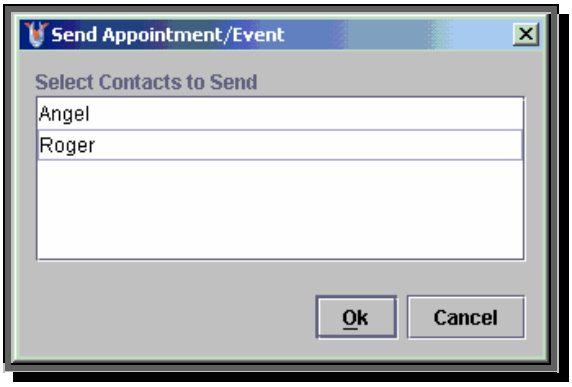
You can also view the Available Time for a group of contacts and see when the best window to schedule you appointment. To do that use the following steps:

1. Click the **Available Time** button at the top right section of the day planner screen
2. Select the users you want to view available time for and click 'Ok'. You should then get a screen like the following which lists all appointments and events for all the users you selected combined. You can then easily view what best time to schedule your appointment.

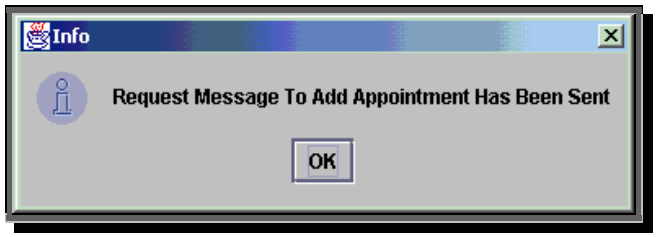
To Send an Appointment to Other Contacts

Once an appointment has been added (See To Add an Appointment) you are able to send it to other contacts for acceptance into their calendars. This would be useful if you wanted to schedule a meeting for a group of people and wanted to send them an appointment that they could accept into their calendars to save them the trouble of entering it themselves. To do this use the following steps:

1. Check to see when the contacts you wish to send the appointment to have available time (See Viewing and Scheduling Appointments for Other Contacts). If you do not wish to check for available time or do not have access to any other contacts calendars, skip this step.
2. Add the appointment you wish to send to the other contacts (See To Add and Appointment). If you have already added the appointment, skip this step.
3. Right click on the appointment or select the appointment by left clicking on it and go to **Day Planner** on the top menu bar and select **Day** or **Week** and then select **Invite Attendees** to access the following screen:



4. You should now see a list of all your contacts (See To Add a New Contact).
5. Select the contacts you wish to send the appointment to by clicking on them. Once you have selected the contacts simply click on **OK** or use the **Enter** key on the keyboard. You should then get the following message:



6. Simply click on **OK** to close the box.

The contact you have sent the appointment to will now receive a request to accept or decline the appointment (See Requests?).

How to Tell When Your Sent appointments are Accepted or Declined

After an appointment has been sent to other contacts they will receive a request for the appointment with an option to accept or decline.

Once they have accepted or declined the appointment, that information will be transmitted back to you.

You can also check the approval status of an appointment by right clicking on it and selecting **View Invitees/Check Acceptance Status.** You should then get the following window which will list all the attendees of this event and show the acceptance status of each user.

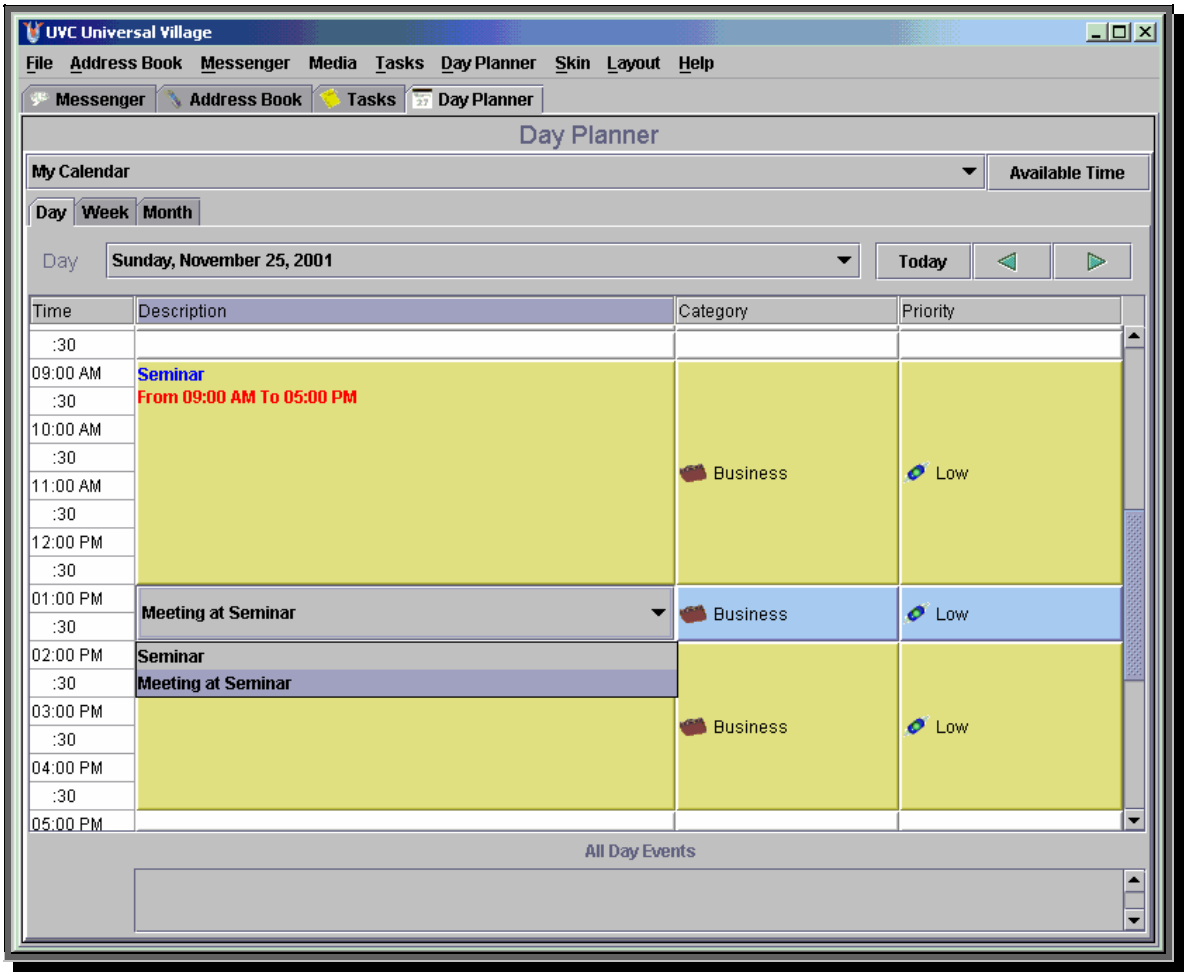
Overlapping Appointments

Appointments can be overlapped throughout the day. For instance if you were attending a seminar from 9:00am-5:00pm but also wanted to indicate that you had a meeting at the seminar from 1:00pm-2:00pm use the following steps:

1. Add the 1:00pm-2:00pm appointment (See To Add an Appointment).
2. Add the 9:00am-5:00pm appointment (See To Add an Appointment).

The hours where the appointment overlaps (1:00pm-2:00pm) will be displayed in blue. Only one appointment will be displayed in the overlapped time block at a time (the seminar or the meeting). To access the second appointment use the following steps:

1. Click once on the overlapped blue area. You should then be able to see a drop down menu listing the overlapped appointments:



2. Select the appointment you wish to display in the time block.

You should now be able to flip back and forth between overlapped appointments.

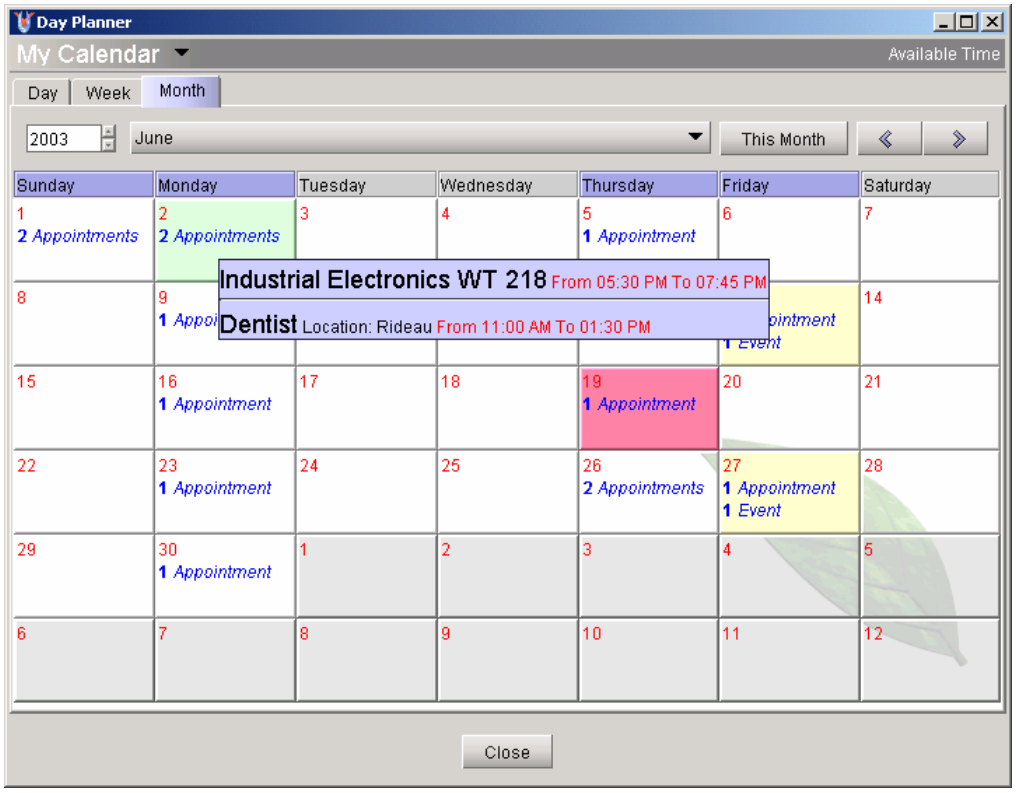
*Note: If you have added the 9:00am-5:00pm appointment first you will have to select a time block that is unused and change the **Start Date** and **Period** manually so that the appointment is scheduled from 1:00pm-2:00pm. See To Add and Appointment.*

The Month Tab

To View the Details of an Appointment

To view the details of an appointment in the month tab put your cursor on top of the appointment or event. You should then be able to see the details in a blue list.

Note: The number listed beside the appointment indicates the number of appointments for that day. When your cursor is put over it, all appointments for the day will appear in the list.



To Jump to a Specific Day from the Month Tab

To jump to a specific day from the month tab simply double click on the day. You should then be moved to the daily tab for the day you have double clicked on.

Explanation of Colours in the Month Tab

The following explains what the colours and symbols used in the **Day** and **Week** tabs indicate.

Yellow

If a day square appears as Yellow it indicates that there is an event on that day (See to Add an Event).

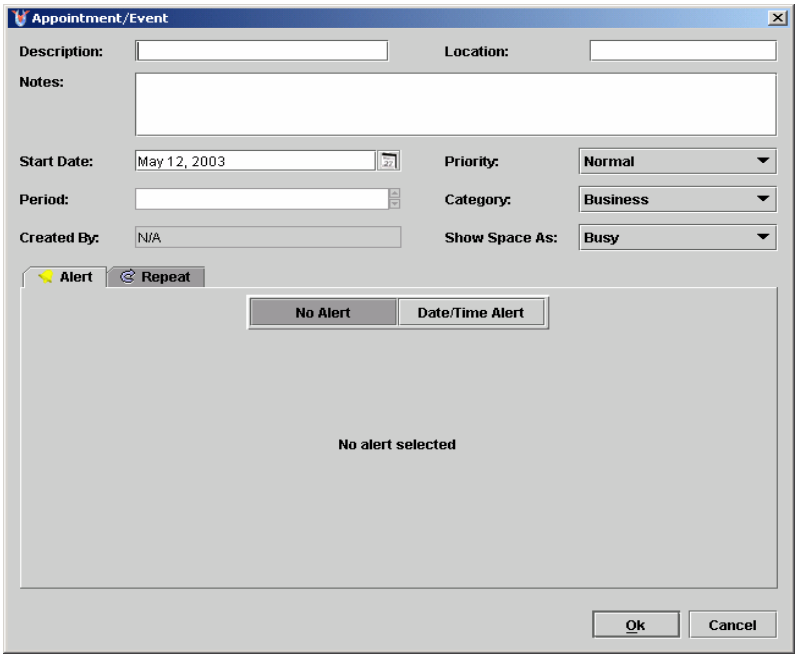
Events

The Event section is an area where you can record events that would typically last the entire day but not occupy a specific block of time. These would be things such as birthdays, vacations, anniversaries, etc. Events will not appear to other users as occupied time on your calendar (see Viewing and Scheduling Appointments for Other Contacts).

To Add an Event

To add a new event to the database use the following steps:

1. In the day or week tab find the day you would like to schedule the event for. See Navigating in the day planner screen.
2. Select the time you wish to schedule by left clicking and dragging your mouse over the appropriate time blocks.
3. Select **New Event** to access the following screen:



4. Fill out the appropriate information for the event you are adding. (Continued Below)

Description/Location/Notes

The description, location and notes fields are for your reference. The description and location fields will appear on the main screen. The notes will not.

Start Date and Period

Generally, the time that you wish to schedule an event for is selected before you click on **New Event**, thus defaulting the start date. If however you would like to change the selected date after you have clicked on **New Event** you may do so by simply adjusting the two fields.

Show Space As

The **Show Space As** field is used to indicate how you would like scheduled time to appear to other users that have access to your calendar. When giving users access to your calendar there are 3 options: none, available time only, full. See Edit/View Access Rights. The **Show Space As** field only applies to users that have access to available time only (See Edit/View Access Rights). Based on the option you select in the **Show Space As** field the event will display differently to other users viewing it. If **Busy** or **Tentative** is selected the space will appear as unavailable to the other user and will specify busy or tentative but no other information will be given. If **Full Detail** is selected the other user looking at your calendar will be able to see all details of the event. If **Available** is selected the time will appear to the other user a simply unscheduled.

Repeating an Event

There are 4 options when repeating an event:

Day/Week

If you would like your event to repeat every number of weeks on a particular day use the following steps:

A. Click on the **Day/Week** button on the lower part of the event screen.
B. Select how often you would like the event to repeat on a weekly basis.
C. Select which day of the week you would like the event to repeat on/

Note: The day you would like the event to repeat on does not have to be the same as the day you are entering the event for. For example, if you entered an event on a Wednesday and selected Friday to have the event to repeat, the original event would occur on Wednesday as you specified but the following repeated events would continue on Fridays.

The day selection however, defaults to the day you are adding the event for. If you would like it to repeat on a different day be sure to uncheck the defaulted option or the event will repeat on both days.

D. If you know the date you would like to stop the repeated event check **Stop Repeat** and enter the appropriate date.

Month

If you would like your event to repeat on a monthly bases use the following steps:

J. Click on the **Month** button on the lower part of the event screen.
K. Select how often you would like the event to repeat on a monthly basis.

Note: The event will be repeated on the same date as the original event for the month frequency you select.

L. If you know the date you would like to stop the repeated event check **Stop Repeat** and enter the appropriate date.

Year

If you would like your event to be repeated on a yearly basis use the following steps:

G. Click on the **Year** button on the lower part of the event screen.
H. Select how often you would like the event to repeat on a yearly basis.

Note: The event will be repeated on the same date as the original event for the month frequency you select.

F. If you know the date you would like to stop the repeated event check **Stop Repeat** and enter the appropriate date.

Special

If you would like to repeat an event that is not date dependent use the following steps:

M. Click on the **Special** button on the lower part of the event screen.
N. Select how often and on which day of the week you would like your event to repeat.
O. Select how often you would like the event to repeat on a monthly basis.
P. If you know the date you would like to stop the repeated event check **Stop Repeat** and enter the appropriate date.

8. (Continued from Above) After entering the appropriate information you can now add the event into the database. You can do this by clicking on **OK** or using the **Enter** key on the keyboard.

*Note: If you have your cursor in any field other than the description or location field and try to add the event by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

Generating an Event Alert

UVC allows you the option to be alerted using different ways at the time and date of your choosing. To set-up an alert for your event click the **Alert** tab and fill out the appropriate fields.

Date

This is the date and time that the event will be sent. If this is a repeat event you only need to put the date and time of the initial alert and UVC will generate the repeat alerts automatically based on the difference between the repeat date and the alert date.

Email

If you want your alert to be sent via email then tick off this box and enter the email address(es) you want this alert to be sent to.

Mobile

If you want your alert to be sent to your cell phone then tick off this box and enter your mobile phone notification email address(es). Please check with your mobile provider to see if this option is available for you.

UVC Instant Message

If you want your alert to be sent using a UVC instant message then just tick off this checkbox.

Warning: Alerts will only be sent if they are at least 15 minutes into the future.

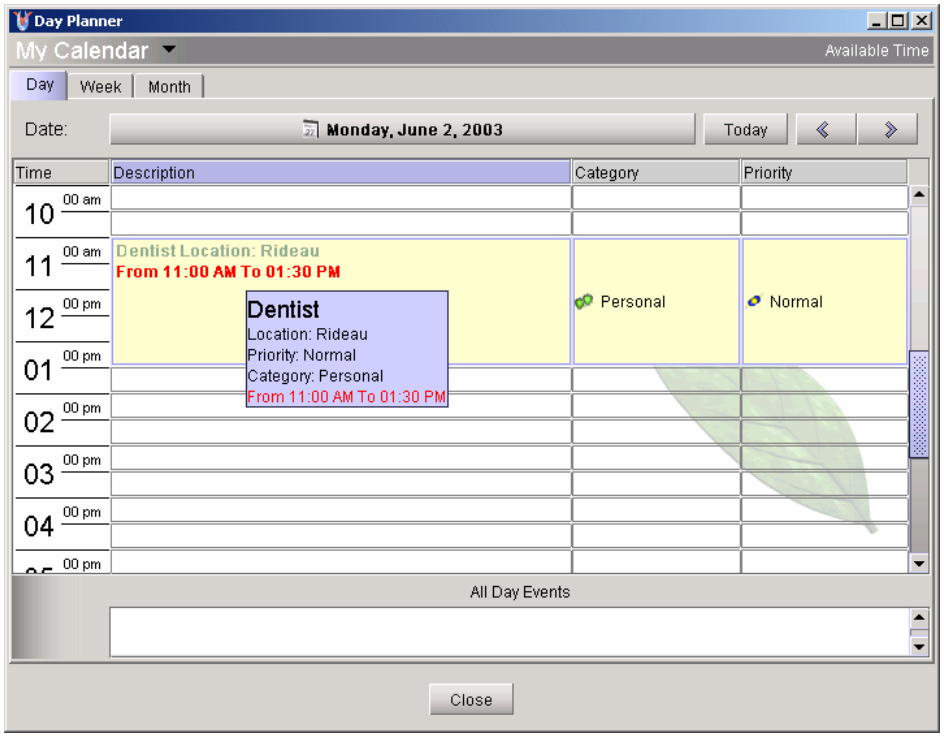
Symbols

- *Alert on Appointment/Event*
- *This is a repeat Appointment/Event*

- *Business*
- *Personal*
- *Birthday*
- *Conference Call*
- *Holiday*
- *Leisure*
- *Anniversary*
- *Other*

To View the Details of an Event

To view the details of an event in the month tab put your cursor on top of the event or event. You should then be able to see the details in a blue list.



To View/Edit an Existing Event

To view or edit an existing events information use the following steps:

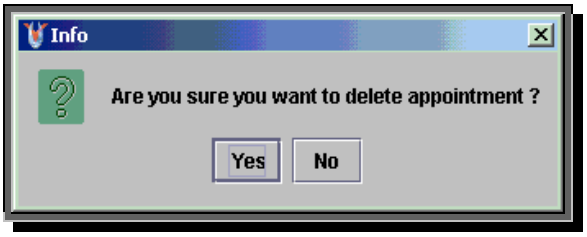
1. Find the event you would like to edit. See Navigating in the Day Planner.
2. Double click on the event; you should then see the events information. Alternatively, right click on the event or select the event by left clicking on it and go to **Day Planner** from the top menu bar and select the **Day** or **Week** option and then select **View/Edit** from the menu. You should then see the events information.
3. If you are editing the information, make the necessary changes and click on **OK** or use the **Enter** key on the keyboard. If you have not made any changes but just wanted to view the information, simply click **Cancel** when you are finished.

*Note: If you have your cursor in any field other than the description or location field and try to edit the event by using **Enter** on the keyboard it will not work. You must either use your mouse to click **OK** or move your cursor to the either the description or location field and hit **Enter**.*

To Delete an Event

To delete an existing event use the following steps:

1. Find the event you would like to delete. See Navigating in the Day Planner.
2. Right click on the event or select the event by left clicking on it and go to **Day Planner** from the top menu bar and select the **Day** or **Week** option and then select **Delete Event** from the menu. You should then get the following warning:



3. Click **Yes** to confirm delete.

Warning: If the event you are deleting is a repeated event all events linked to that one (through the repeat) will be deleted.

Please exercise caution when deleting events. The action cannot be reversed.

Viewing and Scheduling Events for Other Contacts

To view and schedule events for other contacts use the following steps:

1. Click the drop down menu at the top of the day planner screen and select the contact you want to schedule an event for.
2. Once you've done that you are able to work with that calendar just as if it were your own. You can use the Day, Week or Month views and add events where needed.

Note: If the user you want to schedule an event for is not in the drop down menu that would probably be because that user has not given you the proper privilege to access their calendar. (See Edit/View Access Rights).

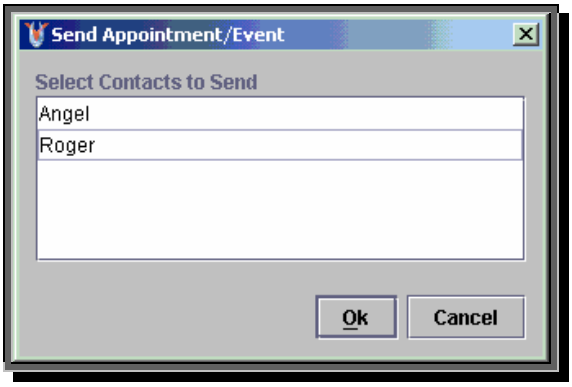
You can also view the Available Time for a group of contacts and see when the best window to schedule you event. To do that use the following steps:

3. Click the **Available Time** button at the top right section of the day planner screen
4. Select the users you want to view available time for and click 'Ok'. You should then get a screen like the following which lists all events and events for all the users you selected combined. You can then easily view what best time to schedule your event.

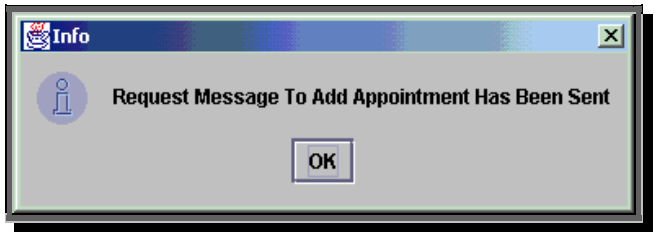
To Send an Event to Other Contacts

Once an event has been added (See To Add an Event) you are able to send it to other contacts for acceptance into their calendars. This would be useful if you wanted to schedule a meeting for a group of people and wanted to send them an event that they could accept into their calendars to save them the trouble of entering it themselves. To do this use the following steps:

1. Check to see when the contacts you wish to send the event to have available time (See Viewing and Scheduling Events for Other Contacts). If you do not wish to check for available time or do not have access to any other contacts calendars, skip this step.
2. Add the event you wish to send to the other contacts (See To Add and Event). If you have already added the event, skip this step.
3. Right click on the event or select the event by left clicking on it and go to **Day Planner** on the top menu bar and select **Day** or **Week** and then select **Invite Attendees** to access the following screen:



4. You should now see a list of all your contacts (See To Add a New Contact).
5. Select the contacts you wish to send the event to by clicking on them. Once you have selected the contacts simply click on **OK** or use the **Enter** key on the keyboard. You should then get the following message:



6. Simply click on **OK** to close the box.

The contact you have sent the event to will now receive a request to accept or decline the event (See Requests?).

How to Tell When Your Sent events are Accepted or Declined

After an event has been sent to other contacts they will receive a request for the event with an option to accept or decline.

Once they have accepted or declined the event, that information will be transmitted back to you.

You can also check the approval status of an event by right clicking on it and selecting **View Invitees/Check Acceptance Status.** You should then get the following window which will list all the attendees of this event and show the acceptance status of each user.

Messenger

The Messenger is the core module that ties all other add on modules as well as making sure that features like sharing of tasks, sending your address book contacts to other users as well as setting up group meetings and appointments work with the proper access levels you assign to each of your online contacts. The UVC Messenger allows you to send an instant message to other friends, have an online chat with a group, send files and photos to your family and much more.

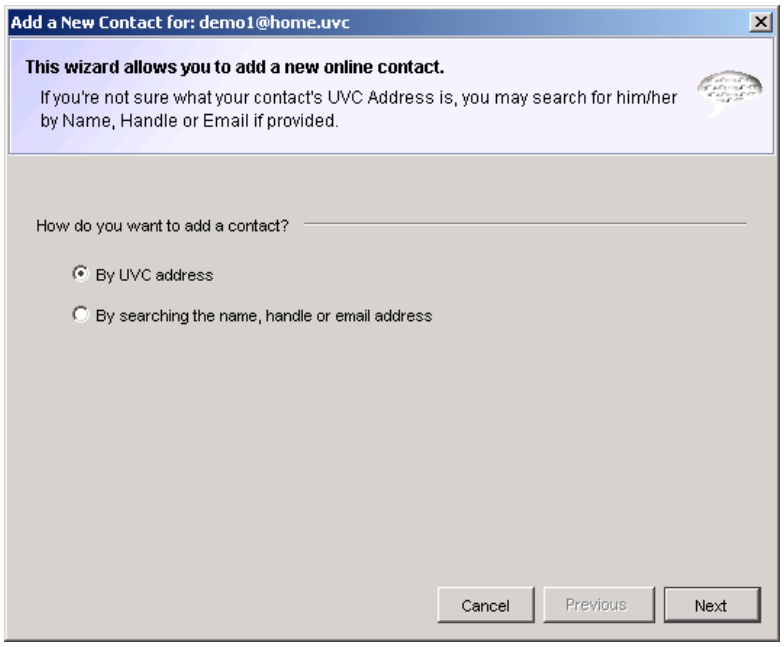
Contact Tree

The Contact Tree/List is the first part you'll see when you first log into UVC. It groups your online contacts under different categories as well as showing you their status and presence. By default the 'Online' node and the 'Groups' node are automatically expanded but you can expand any other category by clicking on the expand symbol beside the node. The Tree will usually consist of the following elements:
The root, which consists of the enabled profiles that you have available for your user id. It is displayed with your UVC Address and the online status for that profile. Under each of the profile roots you'll have a node that lists your 'Online' and 'Offline' contacts. You will also find an 'Awaiting Authorization' node as well as a 'Contact Management' node which will be described later.

To Add a New Online Contact

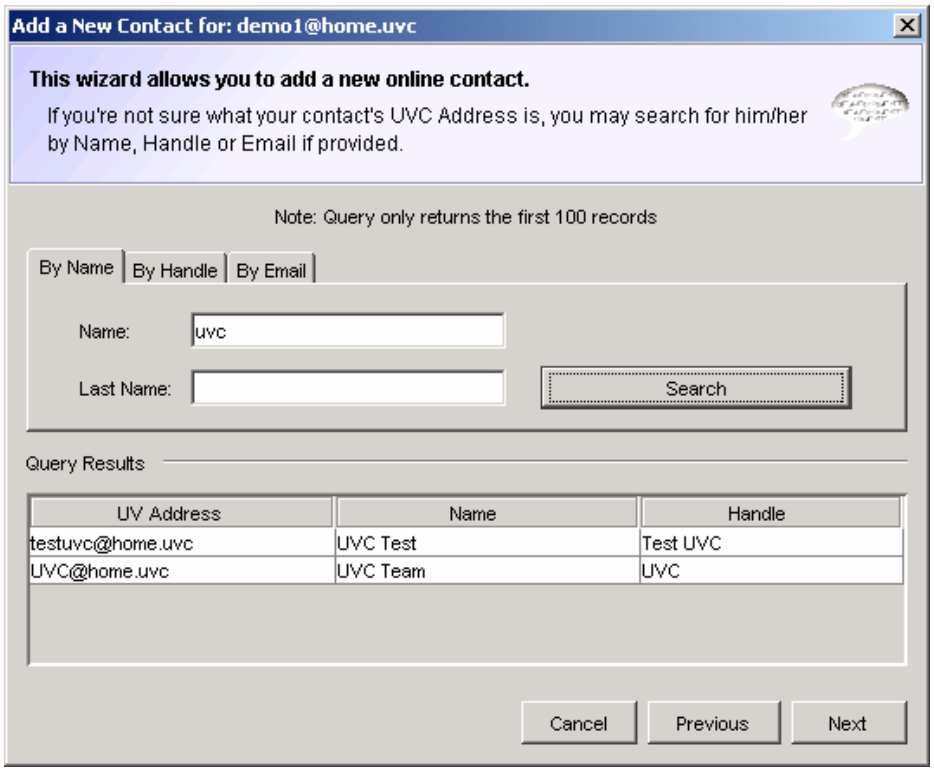
To add a new contact to the database use the following steps:

1. Right click anywhere in the contact tree area of the messenger, or select **Messenger** from the top menu bar and choose **New Contact.**


Add a New Contact for: demo1@home.uvc
This wizard allows you to add a new online contact.
If you're not sure what your contact's UVC Address is, you may search for him/her by Name, Handle or Email if provided.
How do you want to add a contact?
By UVC address
By searching the name, handle or email address
Cancel
Previous
Next

2. You have the choice of entering your contact's UVC Address if you have it or to search for them by Name, Handle or Email address. Select the option you like and click **Next**.

3. If you selected **By UVC Address** then all you have to do is type in the UVC address of your contact and click **Finish**. The description box allows you to send the contact a small message for a reason such as revealing your identity or name. If you selected Search the name, handle or email address you will move to this screen.
4. This screen allows you to search for your contacts. Click the proper tab at the top to select whether you want to search by Name, Handle or Email.
5. Once you enter the information needed to search, click the **Search** button. You should then get a list of names for contacts that match your criteria.



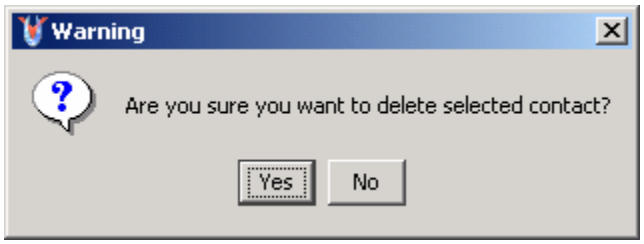
6. If the list shows more than one entry, select the one you want and click the **Next** button which will then take you to a confirmation screen to finish the process.

Note: You can search for your contacts using a partial Name search (i.e. to search for Joe you would only need to put J) but only if they have selected to enable that search. So in most cases you'll probably have to put the full name with the proper spelling in order to find who you're looking for.

To Delete an Online Contact

To delete an existing contact use the following steps:

1. Find the contact you would like to delete in the contact tree area of the messenger
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Remove Contact.** You should then get the following warning:



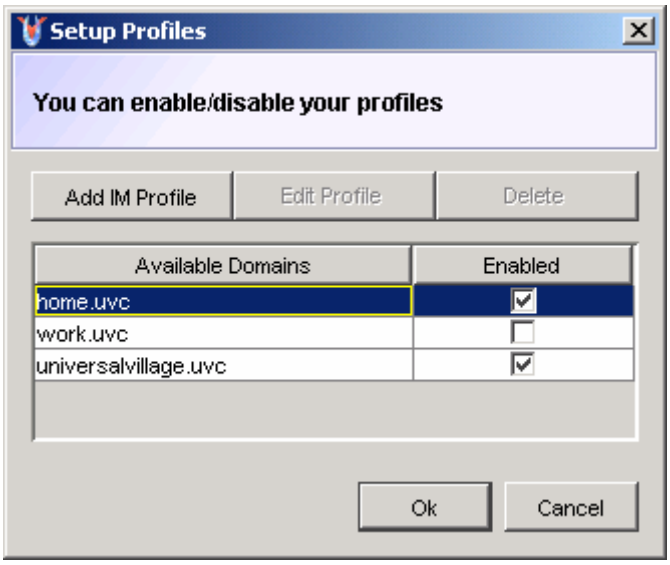
3. Click **Yes** to confirm delete.

Warning: Please exercise caution when deleting contacts. The action cannot be reversed.

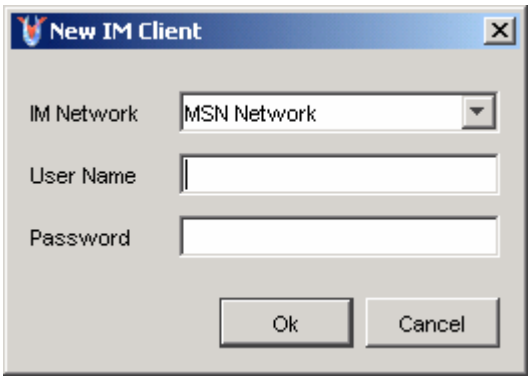
To Set-up Profiles

To enable/disable your profiles or to add new ones where applicable use the following steps:

1. Go to **Messenger** from the top menu bar and select **Set-up Profiles.** You should then get the following window:



2. You'll get a list of all the available profiles that you are subscribed to. You can select the ones to enable by clicking the checkbox on the right. This is a nice feature as it allows you to segregate your home and work profiles for instance and activate or deactivate the ones you need at any time. You can also add new profiles here if you are subscribed to the UVC Gold or Corporate editions. To do that, select the Add IM Profile button. You should then get the following window.

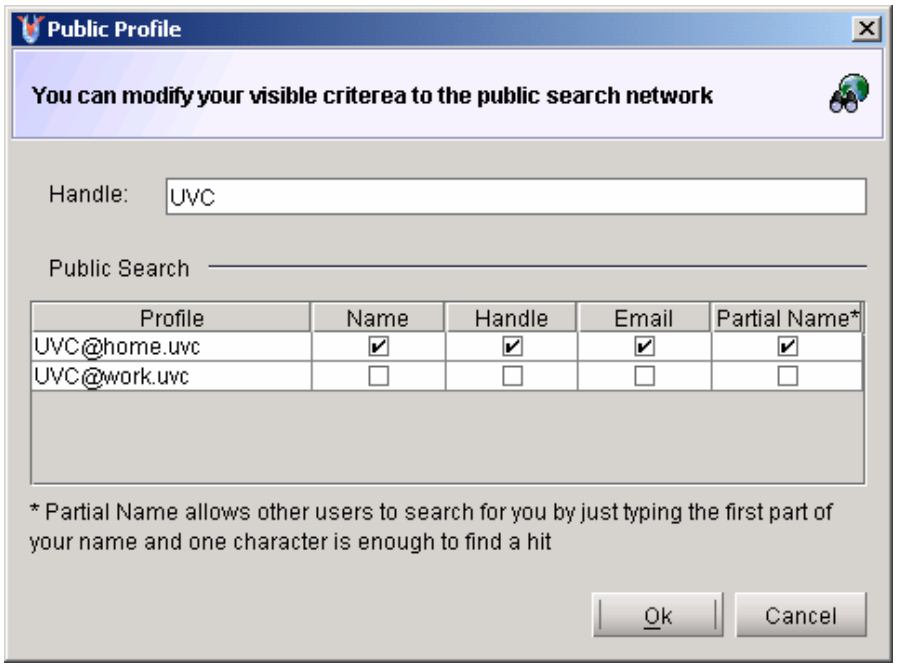


3. You can use this to enter your user name and password for each IM Network that you have an account with and that UVC supports. Once you fill out that information select **Ok** to go back to the previous screen.
4. Select **Ok** to close the Set-up Profiles window. You should now be able to see all your enabled profiles in the contact tree in the messenger.

To Change Public Profile

To change your handle name and/or to modify you public search criteria use the following steps:

1. Go to **Messenger** from the top menu bar and select **Change Public Profile.** You should then get the following window:



2. You can change your handle name, which is the name that your online friends will see in their contact tree and in chat conversations. You can also specify what you want visible to the public search network inside UVC. Using this you can for example make sure that people cannot search for you by name or by handle but can search if they know your email address. **Partial Name**

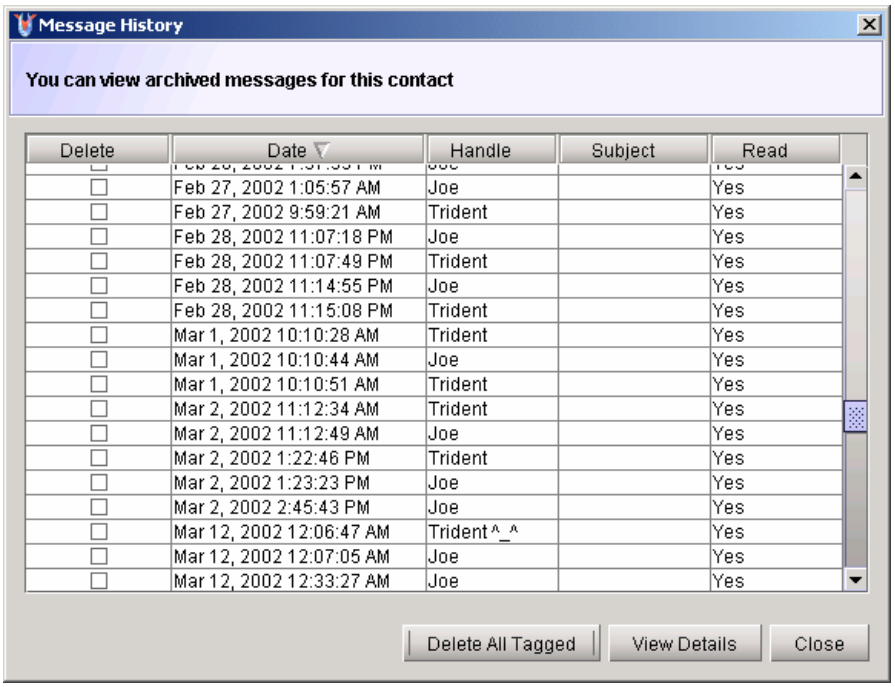
means that people can search for you without having to put your full name. So in the case of 'John' for instance, if **Partial Name** is enabled anyone searching for 'j' or 'jo' will be able to see the result for 'John'.

3. Select **Ok** to close the Set-up Profiles window.

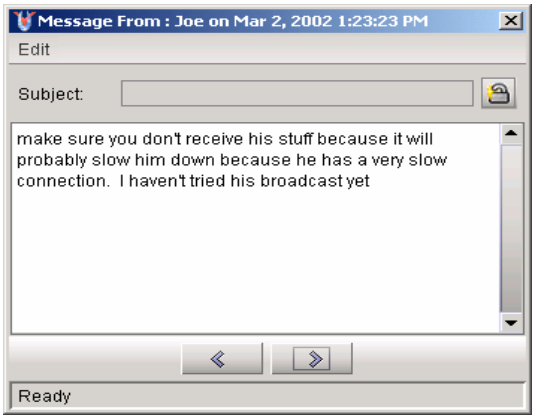
To View Message History

To view a user's message history use the following steps:

1. Find the contact you would like to view the history for.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **View Message History.**
3. The following window should come up.


Message History
You can view archived messages for this contact
Delete
Date
Handle
Subject
Read
Feb 27, 2002 1:05:57 AM Joe Yes
Feb 27, 2002 9:59:21 AM Trident Yes
Feb 28, 2002 11:07:18 PM Joe Yes
Feb 28, 2002 11:07:49 PM Trident Yes
Feb 28, 2002 11:14:55 PM Joe Yes
Feb 28, 2002 11:15:08 PM Trident Yes
Mar 1, 2002 10:10:28 AM Trident Yes
Mar 1, 2002 10:10:44 AM Joe Yes
Mar 1, 2002 10:10:51 AM Trident Yes
Mar 2, 2002 11:12:34 AM Trident Yes
Mar 2, 2002 11:12:49 AM Joe Yes
Mar 2, 2002 1:22:46 PM Trident Yes
Mar 2, 2002 1:23:23 PM Joe Yes
Mar 2, 2002 2:45:43 PM Joe Yes
Mar 12, 2002 12:06:47 AM Trident ^_^ Yes
Mar 12, 2002 12:07:05 AM Joe Yes
Mar 12, 2002 12:33:27 AM Joe Yes
Delete All Tagged
View Details
Close

4. This screen lists all messages that were sent and received from and to this user. You can see the date, handle that was used at the time, the subject and whether the message has been read or not. You can double click on any of the items or highlight it and click on the **View Details** button to get more detail about the message.

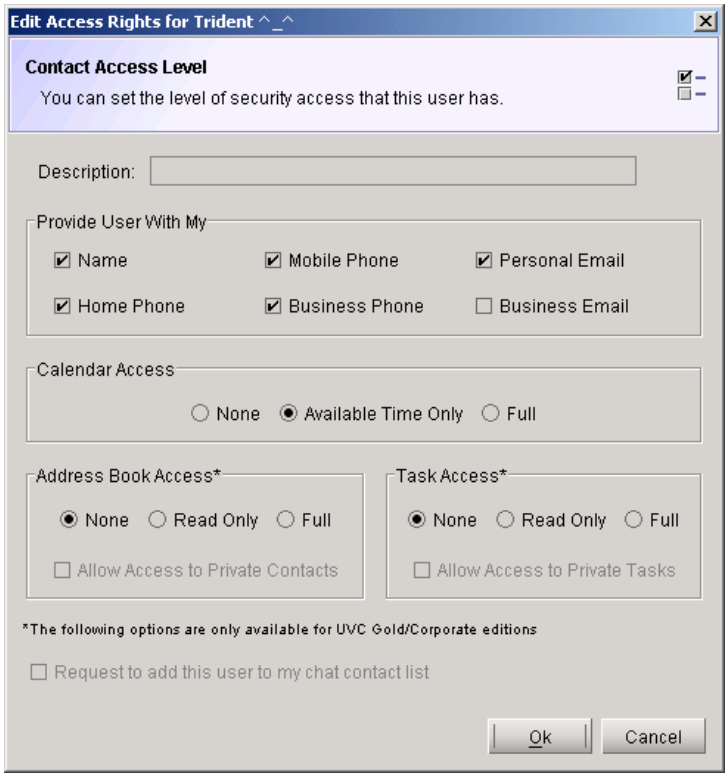

Message From : Joe on Mar 2, 2002 1:23:23 PM
Edit
Subject:
make sure you don't receive his stuff because it will probably slow him down because he has a very slow connection. I haven't tried his broadcast yet
Ready

5. You can also tag each message you want to delete and click on the **Delete all Tagged** button to permanently remove those entries.

To Edit/View a Contact's Access Rights

To edit or view the access rights you've given to a specific contact:

1. Find the contact you would like to edit/view access rights for.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Other Options** and then select **Edit/View Access Rights.**
3. The following window should come up.



4. You can then set all the different access levels you want to give this contact. Once you are done click the **Ok** button to save your changes.

Warning: If you change a contact's access rights and the user is already logged in to UVC, your changes will not take effect until the user signs out and goes back in.

Provide User With My

This option allows you to provide the selected user with fine tuned access to your personal information. For instance you can let them see your name and business phone but not your personal phone and other personal information. This information will usually show up when the user hovers over your name in his/her online contact list.

Calendar Access

This option allows you to specify which information the selected user is able to see about your calendar. If you select 'None', the user can not see any information about your calendar. 'Available Time Only' allows the user to see your available time (The times where you have something scheduled will only show as busy or it may show more detail if you allowed for that when you created the appointment (See Show Time As in the Day Planner Module). Finally if you select 'Full' that would mean that the selected user can have full access to your calendar including the ability to make modifications and additions to it. This would be a good option to give to your spouse or your assistant at the office as it will allow them to make changes to your calendar.

Address Book Access

This option allows you to specify which information the selected user is able to see about your contacts. If you select 'None', the user can't see any information from your contacts. 'Read Only' allows them to see your address book contacts but not to make any modifications to them. 'Full' allows them to have full access including the ability to change and add new ones.

Task Access

This option allows you to specify which information the selected user is able to see about your tasks. If you select 'None', the user can't see any information about your tasks. 'Read Only' allows them to see your tasks but not to make any modifications to them. 'Full' allows them to have full access including the ability to change and add new ones.

Request to add this user to my chat contact list

This option will only be enabled if this user is not part of your chat contact list. In that case you can select it in order to have them added to your list.

To Email a Contact Using Their Personal/Business Email Address

To do this you must have an Internet browser installed on your computer that is properly configured to send emails (this is usually found in you browser's preferences). Your contact must also have a personal or business email address recorded in their information and have given you access to that. To send an email to the contact's email address use the following steps:

1. Find the contact you would like to send the email to.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Write an email.**

3. Another menu will pop up showing the available email addresses. Just select the one you want.

*Note: If you cannot select **Write an email** because it is disabled, your contact does not have an email address recorded or they have not given you access to it.*

4. Your Email application will now be launched and you will be able to write and send an email.

Note: If a window does not open allowing you to compose an email, your browser is not configured to send emails. To continue, configure your browser and repeat these steps.

To Change your Visible Status to a Contact or Group of Contacts

To make yourself invisible (block a user) or back to visible but only to a specific contact or group of contacts use the following steps:

1. Find the contact or contacts you would like to change your visible status to.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Other Options** and then select **Be Visible to User(s) or Be Invisible to User(s)**.
3. You should then see that a description of 'Blocked' or 'Hiding From' beside the contact's handle in the tree.

To Receive a Media Broadcast (Audio/Video) from an Online User

To do this you must select a user that is already broadcasting a video or audio session. You can tell by seeing an 'Audio', 'Video' or 'Audio/Video' text beside your online friend's handle. That signals you that you can receive that contact's media. To receive that person's broadcast use the following steps:

1. Find the contact you would like to receive the broadcast from. Make sure that they are currently broadcasting as described above.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Receive Media Broadcast**.
3. UVC will then try to negotiate with that user to make a connection and begin the media receive. You should see a window telling you the status and giving you the chance to cancel.
4. Once the connection is established you should then see a window come up that displays the video or audio transmission.

To Receive the Attendee List of a Media Broadcast (Audio/Video)

To do this you must select a user that you are already receiving a video or audio session from. To find out how to receive media from a contact please check the previous section. To receive a broadcast attendee list use the following steps:

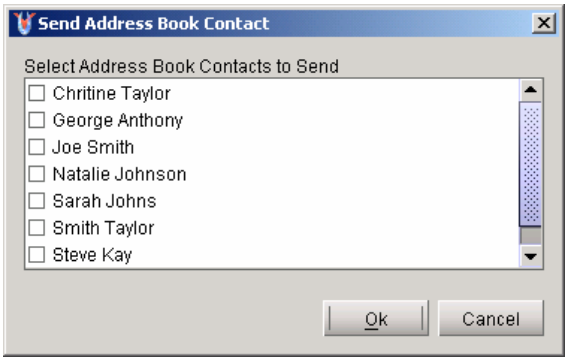
1. Find the contact you would like to receive the broadcast attendee list from. Make sure that they are currently broadcasting as described above.
2. Right click on the contact or select the contact by left clicking on it and go to **Messenger** from the top menu bar and select **Request Broadcast Attendee List.**
3. You should then get a box that lists all the attendees for the selected broadcast.

Note: If the menu option is greyed out it may be because you are currently not receiving the selected broadcast or because the user is not allowing access for viewing the attendee list.

To Send your Address Book Contacts to your Friends

To send some or all of your address book contacts to an online friend use the following steps:

1. Select the user you want to send your contacts to in the contact tree. Right click or go to **Messenger** from the top menu bar and select **Other Options** and then select **Send Address Book Contact(s)…**
2. You should then get a list of all your address book contacts. Just tag the ones you want to send and click the **Ok** button.



To Open a Chat Line

To open a chat line with an online user or a group of users use the following steps:

1. Select the online user you want to open a chat conversation with for the contact tree. Right click or go to **Messenger** from the top menu bar and select **Open Chat Line.** You should then get a new chat line window. You can also just double click on an online contact to open the chat line window.
2. Go to the chat window section to learn how to use that feature

To Send an Instant Message

To send an instant message to an online or offline user or a group of users use the following steps:

1. Select the user you want to send an instant message to in the contact tree. Right click or go to **Messenger** from the top menu bar and select **Send Instant Message.** You should then get a new instant message window.
2. Go to the instant message window section to learn how to use that feature

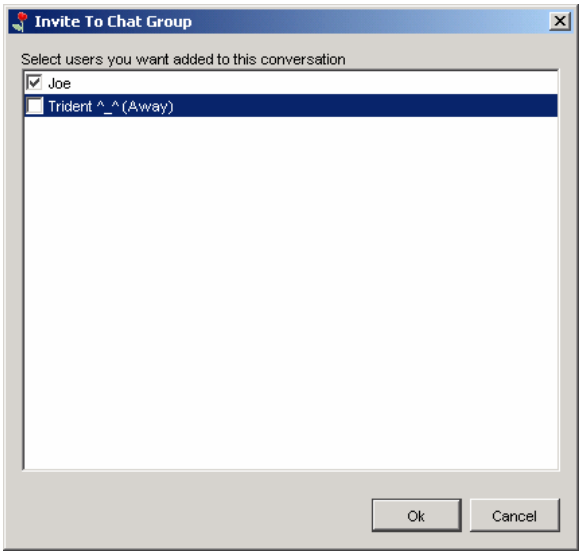
Chat Line Window

The chat line window is the screen you use when you are carrying a conversation with an online friend or group of friends. You can have different fonts and colors for your handle and text. You can also specify whether you want to use emotion icons or change the background skin of your chat window. You use this window by simply typing in the message you want to send in the bottom edit box and click on the send button to send it to all users in your chat line.

To Invite a User to a Chat Group

To add a new contact to the to the chat group use the following steps:

1. Click the **Invite to Chat Group** button in the chat line window, you should get the following screen.



2. This list will only show your contacts that are currently online. Select the ones you want to invite to this chat and click **Ok**

To Send a File to a Friend

To send a file or photo to another user in the chat line use the following steps:

1. Click the **File** menu and select **Send File or Photo**
2. This should open a box that lets you select the files you want to send. Just select the files and press **enter**.
3. The file transfer should get initiated automatically and you should see a progress bar at the bottom part of the chat window.

Warning: If you are placed behind a firewall or router this operation may not work properly.

Instant Message Window

The instant message window allows you to send an instant message to a friend that is currently online as well as offline. With this option you can:

a. Have a lot of options for text layouts, colors and fonts.
b. Send a message to users that are currently offline.
c. Encrypt your message so that it is not visible over the Internet or by anyone else.
d. Keep a history of your messages so you can track all your correspondences going back and forth with each user.

To Send an Instant Message

To send an instant message make sure you are in the Instant Message window and then proceed with the following steps:

1. Enter the subject of your message.
2. Select the type of message to use by going to the **Message** menu. You have two options, the first is **Normal Message** and the other is **Rich Text Message**. **Normal message** is for plain messages and doesn't provide you with the ability to format and change the color or font of your text. **Rich Text** gives you a much richer capabilities like alignment, font, color selection and much more.
3. Write your message and click the **Send** button.

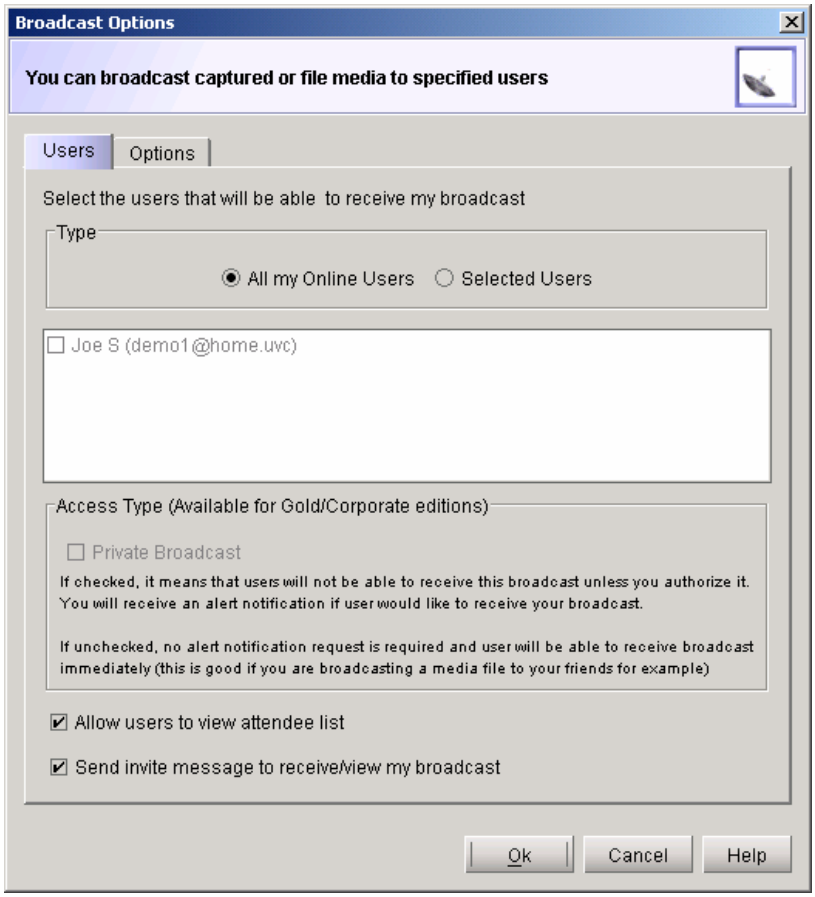
Media Broadcasting

The Media Module has many advanced features and options that we will describe here. For one, this module allows you to not only broadcast video or audio files but also to capture from your webcam and microphone and have a conference with your friends. You can have a video chat with an unlimited simultaneous number of users (as long as your bandwidth can handle it). The UVC Media module also has an advanced P2P layer which detects firewalls and routers and is able to tunnel through most configurations.

To Broadcast Media (Audio/Video)

To broadcast media or to have a video chat with your online friends use the following steps:

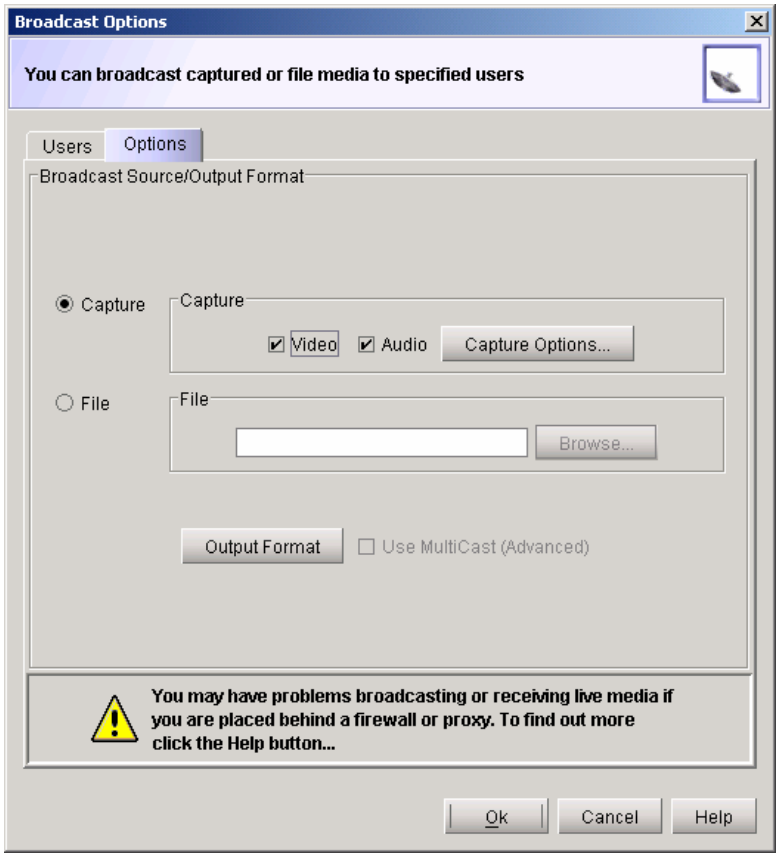
1. Select **Media** from the top menu bar and choose **Broadcast Media.** If you have a webcam installed, UVC will try to detect the type of webcam you have so you should get a progress window until the detection process completes. You should then get the following dialog.


Broadcast Options
You can broadcast captured or file media to specified users
Users
Options
Select the users that will be able to receive my broadcast
Type
All my Online Users
Selected Users
Joe S (demo1@home.uvc)
Access Type (Available for Gold/Corporate editions)
Private Broadcast
If checked, it means that users will not be able to receive this broadcast unless you authorize it. You will receive an alert notification if user would like to receive your broadcast.
If unchecked, no alert notification request is required and user will be able to receive broadcast immediately (this is good if you are broadcasting a media file to your friends for example)
Allow users to view attendee list
Send invite message to receive/view my broadcast
Ok
Cancel
Help

2. You have the option to select only specific contacts that will be able to receive your broadcast or leave the default which is anyone on your contact list. You can also specify whether you want people to be able to see the attendee list (the attendees currently receiving this broadcast). The other option you have is to specify whether you want to send an invitation message to all your online contacts to notify them of the fact that you began transmitting media (if you don't select this

option, your contacts can still receive your broadcast but they will not receive a specific invitation message window). If you are subscribed to the UVC Gold edition you can specify that you want to be notified before any user starts receiving your broadcast and that you want to approve each request specifically.

3. If you click on the **Options** tab you will be taken to this screen.



4. Here you can specify the type of broadcast you want to initiate. You can select a capture device and select **Video** or **Audio** or both. You can also select to broadcast a file (many media files are compatible with UVC including MP3, MPG, AVI and much more).
5. Once you are ready to initiate your transmission, click the **Ok** button which will open up and start up the broadcasting window.